



Court Tower Apartments 100 Court St., Oshkosh, WI 54901

Please Help Us Welcome our New Property Manager: April Zink!!

Though most tenants might not know this, April has been with the Housing Authority for about two years. When she first started in July of 2022, she was the main office receptionist (as well as a housing specialist). Then in April of 2023 she was promoted to Housing Specialist for five separate buildings. And now she has been promoted once again as the Property Manager for Court Tower and Waite Rug Place.

Before her time in Housing, April held a number of different jobs. April is a graduate with three separate degrees: Animal Science-Veterinary Medicine, Early Childhood Education, and Certified Medical Assistant. She also ran her own catering business until the COVID-19 shut-downs. She also comes with about thirty years of Clerical knowledge, including a number of years with Winnebago County Economic Support.

Aside from her credentials, she is very, very excited to start as our Property Manager. She said to me that she is looking very forward to meeting each of you and working with you all.

Because she is being promoted from a current role in the Housing Authority, we are trying to fill that current role before a full shift in titles can take place. Because of this, we unfortunately do *not* have an exact date for her to start at Court Tower and Waite Rug, but we are going to try for a date as close to **July 8th, 2024** as possible.

As with any new position, April may be occupied with trainings during her first few months, and may not be able to meet at those times, but feel free to stop and say hello to her if she ever seems to have a moment. She will be more than happy to put faces to names with a friendly greeting.



In this Issue:

- ◆ Welcoming April Zink
- ◆ Changes to Office Hours
- ◆ Bed Bug Inspection for July
- ◆ Inspections Update
- ◆ Key Keeper Off Duty
- ◆ Tenant Meeting
- ◆ Fireworks Reminder
- ◆ Holiday Office Hours
- ◆ Rummage /Bake Sale
- ◆ Newsletter Binder Update
- ◆ Nurses' Notes
- ◆ Free Tables Update
- ◆ Calendar
- ◆ Monthly Puzzle

Changes to Office Hours

The Housing Authority has been restructuring its business hours. As a part of that, the Hours of availability at our buildings are also changing. Moving forward, we will have office hours as follows:

Monday-Thursday: 9:00 AM—12noon, 1:00PM — 4:00 PM

Friday: 9:00 AM—12 noon

What does “Office Hours” mean?

Office Staff (April, Dylan, and Mel) will be available to tenants during these hours. Unless a staff member is in a meeting or with another tenant, we will come to the door and help you as we are able to.

Office Staff may be in the building earlier, or later, than the hours listed above. During those times, we will not be answering the door unless there is an emergency. This time has been set aside so that we can focus on the clerical requirements of our jobs.

Bed Bug Canine Inspections For July:

To stay on top of the Bed Bug issue, we will be continuing to have the dogs come in for 2 floors every 4th Wednesday of each month at 8:00am.

We will be having the 7th and 8th floors checked on July 24th, 2024 at 8:00 am

*Please make sure that any pets are safely contained in the bathroom, or outside of the unit during the inspection. If you used **any** pesticides you **must** report it to the Inspector*

Inspections

The entire Building will be inspected this month. April and Josh will be performing these inspections. Detailed Inspections letters will be delivered in the next few days, but there are the potential dates that your inspection may be scheduled on: July 8th, 17th, 18th, 19th or 22nd.

Key Keeper Off Duty

Nancy, our Resident Key Keeper, will be on Vacation July 16 and 17th, 2024. If you are locked out of your unit on these days, you will have to call the after hours number: 920-725-3707, and pay the \$25.00 Lock Out Fee. Please plan accordingly.

Court Tower Tenant Meeting In the Theatre Room July 16th @ 1:30PM

I do not have a Speaker lined up for this month's Tenant Meeting, it will just be a time for addressing current topics related to the building. Furthermore, April will be on Vacation, so I (Dylan) will hosting it.

** If you have a known or suspected case of Bed Bugs, please do not come to the meeting, you will be turned away. **

** Upon request, we will provide a copy of the meeting minutes by the end of the week **

Rules Reminder: Fireworks

The Fourth of July is a fun and festive time for everyone. However, we also want it to be a safe experience for everyone as well! Please review your Resident Handbook, and your Fireworks policy, specifically:

Resident Handbook:

Part C. Prohibition and Upkeep:

15. All fireworks (except sparklers) are prohibited from all Housing Authority properties...Compliance with this rule will aid in the effort to reduce fire hazards.

From the Fireworks/Firearms Policy

“Housing Authority residents are not permitted to utilize any fireworks on HA property, with the exception of sparklers. Usage on the street near your home is also prohibited per the lease agreement which prohibits disruptive behavior that adversely impacts your neighbors.”

“Residents will be held responsible for any damages that occur as a result of fireworks use at their unit, including maintenance time.”

Instead of using your own fireworks, please consider this alternative:

4th of July at Menominee Park

“Continue your tradition of spending the day with family and friends at Menominee Park!

- Menominee Park Zoo open 9 am-6 pm
- 19 Food Trucks throughout the park from 3 pm-10 pm
- Reetz Ball Diamonds Concessions from 3 pm - 10 pm
- Lakefly Cafe from 10 am - 6 pm
- Festival Foods Fireworks Show at Dusk”

(information from visitoshkosh.com)



Holiday Office Hours

The Housing Authority Offices will be closed on Thursday 7-4-2024 for Independence Day

You will still be able to contact the After-Hours Emergency Number: 920-735-3707

We hope that everyone has a very happy and safe fourth of July

Court Tower Rummage/Bake Sale!!

When: Friday, July 19th, 2024 from 9am-3pm

Saturday, July 20th, 2024 from 9am-3pm

Where: The Court Tower Yard along Ceape Ave.

Who: All tenants are welcome to participate in selling and buying!

- ◆ If you are interested in being a seller, please contact Cathy T. by **texting** her at 920-203-8072.
- ◆ Cathy will be taking out an ad to advertise the rummage sale in the newspaper, so please consider donating to this as well.
- ◆ There will also be a table set aside to make sales for the BINGO Fund, if you would like to make sales to benefit the BINGO fund, please consider adding to this table.
- ◆ There will also be a table for baked items, All proceeds of which will go towards the BINGO fund. If you are interested in selling baked goods, please contact Kari S. by **texting** her at 920-216-2644

* If you have a known or suspected case of Bed Bugs, do not come to the event, you are not permitted to attend per your lease.*

If anyone is interested getting together as a group to make additional plans to raise funds for BINGO, please contact Cathy T. by **texting** her at 920-203-8072. This will be an informal group of like-minded tenants who are interested in working together to plan and promote a much-loved tenant event.

Newsletter Binder Update

Unfortunately, someone has taken the Newsletter Binder that I put out, and has not returned it. So I will be replacing it with a NEW Newsletter Binder.

Please do NOT take this one away. It is meant to stay in the common area for everyone to use.

If it is taken again I will have to put a NEW NEW Newsletter Binder in the *office* and tenants will have to check it out if they want to read it. I really don't want to have to do this, so please respect your fellow tenants and leave it in the common area, and do not take it to your unit.

How To Stay Healthy This Summer



- Use sun screen: SPF 15 or higher with UVA/UVB protection, water resistant, and apply often.
- Use hats, sunglasses and light clothing that covers the skin. These little barrier between direct rays and your skin can make a big difference to keep your skin healthy.
- Stay in the shade during midday hours (11am-3pm)
- The sun is a great source of Vitamin D. Stick to small doses of exposure and don't be fooled, tan skin is not healthy skin.

What can you do during excessive heat?

- Drink plenty of water, even if you do not feel thirsty! Do not drink beer, wine, alcohol or beverages with caffeine.
- Stay indoors as much as possible and stay out of the sun.
- Go to where there is air conditioning
- Dress in lightweight and light-colored clothes.
- Avoid physical labor between 10AM and 3PM



Extremely hot air temperatures are dangerous. They can even cause death. Everyone is at risk. People with physical disabilities, children, pets and the elderly are in the most danger.

Know the Signs and Ways to Treat Heat-Related Illness.

Heat Cramps

- Signs: Muscle pains or spasms in the stomach, arms, or legs.
- Actions: Go to a cooler location. Remove excess clothing. Take sips of cool sports drinks with salt and sugar. Get medical help if cramps last more than an hour.

Heat Exhaustion

- Signs: Heavy sweating, paleness, muscle cramps, tiredness, weakness, dizziness, headache, nausea or vomiting, fainting.
- Actions: Go to an air-conditioned place and lie down. Loosen or remove clothing. Take a cool bath. Take sips of cool sports drinks with salt and sugar. Get medical help if symptoms get worse or last more than an hour.

Heat Stroke

- Signs: Extremely high body temperature (above 103 degrees) indicated by an oral thermometer; red, hot, and dry skin with no sweat; rapid, strong pulse; dizziness; confusion; and unconsciousness.
- Actions: Call 9-1-1 or get the person to a hospital immediately. Cool down with whatever methods are available until medical help arrives

Please Review this Infographic from the nurses as it relates to their Nurse's Notes Section this month:

The infographic is split into two columns: Heat Exhaustion (red background) and Heat Stroke (yellow background). A central silhouette of a person is split vertically, with the left side in red and the right side in yellow. The left side lists symptoms for Heat Exhaustion: Faint or Dizzy, Excessive Sweating, Cool, Pale, or Clammy Skin, Nausea or Vomiting, Rapid, Weak Pulse, and Muscle Cramps. The right side lists symptoms for Heat Stroke: Throbbing Headache, No Sweating, Body Temperature Above 103 Degrees, Nausea or Vomiting, Rapid, Strong Pulse, and May Lose Consciousness. At the bottom left, under Heat Exhaustion, it says: 'Get to a cooler, air conditioned place', 'Drink water if fully conscious', and 'Use cold compresses or cloths'. At the bottom right, under Heat Stroke, it says 'CALL 911' and has a question mark icon.

HEAT EXHAUSTION	OR	HEAT STROKE
Faint or Dizzy		Throbbing Headache
Excessive Sweating		No Sweating
Cool, Pale, or Clammy Skin		Body Temperature Above 103 Degrees
Nausea or Vomiting		Nausea or Vomiting
Rapid, Weak Pulse		Rapid, Strong Pulse
Muscle Cramps		May Lose Consciousness
Get to a cooler, air conditioned place Drink water if fully conscious Use cold compresses or cloths		CALL 911

Free Table Update: There is No Free Table

As some of you may have seen, we have made a Notice stating that there will be no Free table anymore. Technically we never should have had one because it goes against the Resident Handbook, Specifically:

D. GOOD NEIGHBORS

40. Bikes, toys, general resident items shall not be left on the lawns, porches, sidewalks or in common hallways of properties...

47. Remove garbage, rubbish and other waste from your dwelling unit in a clean and safe manner. RECYCLING IS THE LAW. Garbage must be placed in the appropriate containers, whether that is bagged for a garbage chute in a hi-rise or placed in a trash can or dumpster for timely pick-up. Garbage bags cannot be left outside on the ground at any time.

49. RESIDENT Agrees not to litter the grounds...

Beyond these Resident Rules, there are general concerns with the Free Tables, such as:

- someone who might have Bed Bugs leaving clothing or furniture out that then spreads the bugs to others.
- I have found large knives on the tables; I am not able to constantly monitor the buildings to ensure that a child doesn't get a hold of a knife or other dangerous "donation"
- things not intended for the table have been put there and then if someone else takes the item it can cause issues related to theft
- The size of some donated items can be unmanageable (i.e. Couches or other large furniture) and then maintenance has to remove it and we might incur that cost because it was "donated."

For these reasons, we will not be re-introducing Free Tables. Thank you for your understanding

Court Tower July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Nurse's Open Hour 1PM-2PM	3 Craft Night	4 July Fourth OHA Offices are Closed	5	6
7	8 April's First Day <i>Inspection Day</i>	9	10 Craft Night	11	12	13
14	15	16 Key Keeper Off Duty	17 Key Keeper Off Duty <i>Inspection Day Craft Night</i>	18 <i>Inspection Day</i>	19 Court Tower Rum- mage/Bake Sale 9am-3pm <i>Inspection Day</i>	20 Court Tower Rummage/ Bake Sale 9am-3pm
21	22 OHA Board Meeting @ 3:30pm <i>Inspection Day</i>	23	24 K-9 Inspection for floors 7 and 8 @ 8am Craft Night	25	26	27
28	29	30	31 Craft Night		Highlighted Days are associated with OHA scheduled events	

Court Tower Staff

April Zink: Property Manager

920-303-5400 aprilz@ohawcha.org

Dylan Palmer: Social Service Coordinator

920-642-3473 DPalmer@ohawcha.org

Melanie Bloechl: Housing Specialist

920-292-4474 Melanieb@ohawcha.org

Josh Wendt: Maintenance

Sally Josephson: Custodian

After Hours On-Call Emergencies:

920-735-3707

Advocap Meal Site: 920-420-1994

Nurses Erin Roberts & Lori Duclon: Call them at
920-424-1470 E. 124 to make an appointment.

**Nurse Open Hour: 1st Tuesday of the month
1 PM - 2 PM 4th floor offices**

The Court Tower Office Hours:

**9:00 AM—12noon, 1:00PM — 4:00 PM Mon-Thurs
and 8am-12noon Fridays**

Court Tower Staff Hours (Subject to Change)

April (Property Manager):

Monday: 8:00am — 4:30pm

Tuesday: 8:00am — 4:30pm

Wednesday: By Appointment Only

Thursday: 8:00am — 12 noon

Friday: By Appointment Only

Dylan (Social Service Coordinator):

Monday: 8:00am — 4:30pm

Tuesday: 12:00pm — 4:30pm

Wednesday: 8:00am — 4:30pm

Thursday: 12:00pm — 4:00pm

Friday: 8:00am — 12 noon

Fourth of July

Word Search Puzzle



R U Q O G Y K J Q E K R O I Y F V
E N T G G P A T R I O T I C O T A
V H O L I D A Y S C C Q Q A T L P
O I H U U M Z S O F R E E D O M E
L I N D E P E N D E N C E A H Y S
U Q C T Y R L X S O Z E N M O T U
T D O Q G G J D R Y A L P S T P M
I W L N F A M I L Y S E B B D I M
O C O B N L U O Q K E B I E O C E
N C N R K L Y F R U O R D W G N R
G A I S N I M O C G E A H J S I B
S M E C G B W E I S R T J L J C I
T E S B G E B C X A R I M U S I C
A R G K R R B S P U C O J U L Y J
T I Z I A T E A O T C N F L A G R
E C F B Y Y W F J E F F E R S O N
S A V H X F L O L N Y D M E F R R



ADAMS	FLAG	LIBERTY
AMERICA	FOURTH	MUSIC
BARBECUE	FREEDOM	PARADE
CELEBRATION	HOLIDAY	PATRIOTIC
COLONIES	HOT DOGS	PICNIC
CONGRESS	INDEPENDENCE	REVOLUTION
FAMILY	JEFFERSON	STATES
FIREWORKS	JULY	SUMMER

Free printable courtesy of PrintItFree.net