

AMSTERDAM HOUSING  
AUTHORITY  
MAY 2020 NEWSLETTER  
*Damaris G. Carbone, Executive Director*



chibird.tumblr.com

**AHA Website and Email:**

[www.amsterdamhousingauthority.org](http://www.amsterdamhousingauthority.org)  
[inquiry@amsterdamhousingauthority.org](mailto:inquiry@amsterdamhousingauthority.org)

**Fraud**

[fraud@amsterdamhousingauthority.org](mailto:fraud@amsterdamhousingauthority.org)

**Office Address:**

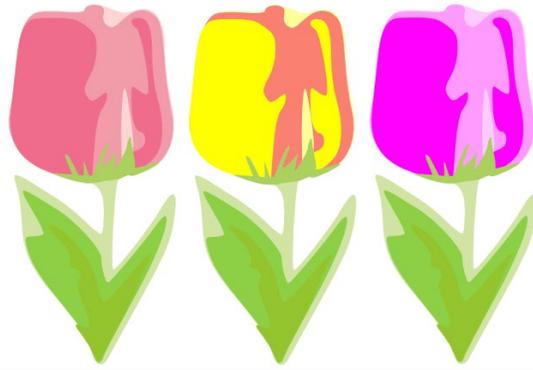
52 Division Street  
Amsterdam, NY 12010

**Maintenance Requests:**

518-842-2895 (24 hour – emergencies  
only after 3:30pm)

Police: 518-842-1100

Fire: 518-843-1312



**Notes from the Office:**

**Due to the COVID-19 virus, the AHA Office is currently closed to the public. You can reach us by telephone by calling the main office number and then entering the extension of the person that you would like to speak with...**

**Staff Contacts:**

Main Office: 518-842-2894

Bob: Ext. 101

Email: [rmartin@amsterdamhousingauthority.org](mailto:rmartin@amsterdamhousingauthority.org)

Teresa: Ext 102

Email: [tboschi@amsterdamhousingauthority.org](mailto:tboschi@amsterdamhousingauthority.org)

Brenda: Ext 103

Email: [btesiero@amsterdamhousingauthority.org](mailto:btesiero@amsterdamhousingauthority.org)

Tisha: Ext 104

Email: [tvidulich@amsterdamhousingauthority.org](mailto:tvidulich@amsterdamhousingauthority.org)

Damaris: Ext 105

Email: [dcarbone@amsterdamhousingauthority.org](mailto:dcarbone@amsterdamhousingauthority.org)



~ The AHA Office Will be Closed ~  
Monday, May 25 for Memorial Day

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### **Rent Payments, Recertification Papers & Correspondence:**

- ✓ **Please be sure that you put your name and apartment number on anything that you put in the drop box.**
- ✓ **If you are paying your rent by money order you must fill out the money order. Write AHA on the top line and then on the lines below, print your name and apartment number. If you put a blank money order in the drop box, we have no way of knowing who it belongs to.**
- ✓ **If you are paying by check, please make sure that you sign the check. The bank will not accept checks without signatures.**
- ✓ **Once we input your payment, we will mail you a receipt.**
- ✓ **If you are returning signed recertification papers, please make sure that you have signed all the pages with the stickers where highlighted. Put the signed papers back in the large envelope and put it in the drop box. We will send you a copy of the Notice of Rent Change to keep for your records.**

## Drop Box Locations...

- Garden Apartments – Outside of our 52 Division St. entrance, pull the handle down & drop it in
- Stratton – Outside of Bob's office, slide it in
- Hi Rise – In the hallway across from the vending machine, pull the top up and put it in

## Rent Payments by Mail...

If you are not comfortable putting your rent payment in the drop box, you can mail your payment to:

**Amsterdam Housing Authority  
52 Division St.  
Amsterdam, NY 12010**

If you need a sharps container, please call the office. We have a limited supply of containers and will send one to you.

Hi Rise tenants... if you have containers that are full, please keep them in your apartment for now since the office lobby is currently locked.





## Telephone & Email Information

It is very important that we have your current telephone number and/or email address if you have one. **Please be sure to complete the Tenant Contact Form that we sent out and put it in the drop box.**



## Work Orders

Reminder...All work orders must be called into the office. Maintenance cannot repair anything without a work order. **For the safety of our maintenance staff, you must notify the office if you are sick when placing a work order.**

## Exterminator

We have suspended routine extermination checks for the time being. However, if you have a situation in your apartment that needs immediate attention, please call the office.

# COVID-19 Information



**It is very important to continue to maintain social distance...**

If you need to go to the lobby to check your mail, go to the laundry room, or get on the elevator, be sure that you follow the recommended guidelines for social distancing. You need to stay 6 feet away from each other. If you are feeling sick, please do not go into any common areas of the building. These guidelines are strongly recommended to stop the spread of the COVID-19 virus. We have temporarily removed chairs from all common areas to discourage gatherings in these areas.

## **AHA Playgrounds**

All Amsterdam Housing Authority playgrounds are currently closed. Children should not be playing in the playgrounds to limit any possible spread of the COVID-19 Virus



**We would like to give our heartfelt thanks to....**

- ☺ The staff of the Amsterdam School District for delivering school lunches to our students at the AHA.
- ☺ The Ladies of Charity for their ongoing commitment to assisting our tenants in need.
- ☺ Catholic Charities for providing us with personal care and food pantry items for our senior tenants.
- ☺ The City of Amsterdam for their donation of food pantry items.

