

For the regular board meeting of the Housing Authority of the County of Scotts Bluff, Nebraska to be held both at the Housing Partners of Western Nebraska Board Room, 89A Woodley Park Road, Gering, NE and via Zoom Meeting ID: 884 5577 9324, on Tuesday February 4, 2025 at 12:00 p.m. The meeting has been properly advertised and is being conducted under the guidelines of the Nebraska Open Meetings Act. A copy of the Open Meetings Act is available upon request.

Opening Statement: This meeting of the Commissioners of the Housing Authority of the County of Scotts Bluff has been properly advertised and is being conducted under the guidelines of the Nebraska Open Meetings Act. A copy of the Open Meetings Act is posted in the Community Room and copies of the Open Meetings statutes are available to anyone attending this meeting. Public Comment is reserved at the beginning of the meeting with a limit of 5 minutes. The Board reserves the right to enter into closed session if deemed necessary. We ask that all Cell phones be turned off during the meeting. – Thank you.

Business Session:

Public Comment:

1. Roll Call
2. Approval of the minutes of the January 2025 meeting
3. Bills and Communications: Approval of payroll and Bills & Disbursements as presented
4. Report of the Secretary-Treasurer:
 - a. Tenants Accounts – No Motion needed
5. Reports of Committees
 - a. TQM, Management, ROSS and Carpenter Center
6. Old business
 - a. Discussion: Update 1145 L St Future Plans
7. New business
 - a. Resolution: Update Trustees on Retirement Plan
 - b. Motion: Update of House Rules
 - c. Motion: Update of Maintenance Charges
 - d. Discussion: Personnel Policy
8. Adjournment

Please Note: Next Meeting – Tuesday March 4, 2025 @ 12:00 PM

January 7, 2025

The regular meeting of the Board of Commissioners of the Housing Authority of the County of Scotts Bluff, NE was held on January 7, 2025, at the Housing Partners of Western Nebraska Community Room, 89A Woodley Park Rd, Gering, NE, and via Zoom. The meeting was properly advertised, and the meeting was conducted under the guidelines of the Nebraska Open Meetings Act. A copy of the Open Meetings Act was available.

Members Present upon roll call: Chairperson Tammy Henkel, Vice-Chairperson George Cortinez, Commissioners Albert Bustinza and Hilary Wasserburger were all present. Representing the Housing Authority: Anita Doggett, Marissa Lucius, Velma Jamison, Kendra One Horn, Jason Wilcox, and Rita Morales. County Commissioner Mike Blue was in attendance.

Vice-Chairperson Cortinez called the meeting to order at 12:07 p.m.

Chairperson Henkel joined the meeting at 12:08 p.m.

Public Comment: None.

Moved by Cortinez, seconded by Wasserburger to approve the minutes of the December 5, 2024, as presented. YEA: Cortinez, Henkel, Bustinza, Wasserburger. NAY: None.

Moved by Wasserburger, seconded by Cortinez to approve Payroll and Bills and Communications as presented. YEA: Cortinez, Henkel, Bustinza, Wasserburger. NAY: None.

Lucius presented the Tenant Account Reports for Public Housing. One Horn presented the HCV Report. Jamison presented the report for all other properties that we manage. CEO Doggett elaborated on the tenant reports. Wilcox presented the Maintenance report. Wells presented the ROSS report. CEO Doggett elaborated on both the Maintenance and ROSS Reports. CEO Doggett discussed how the Carpenter Center has taken a big hit financially.

Old business:

CEO Doggett noted she wants to put a hold on the purchase of the Scottsbluff property.

CEO Doggett advised the board that the commissioner applicant, Kelsey Calhoun, decided to rescind her application due to personal reasons.

CEO Doggett presented and discussed changes to the Updated Smoking Policy.

Moved by Wasserburger, seconded by Bustinza to approve Resolution #1082: Smoking Policy as presented. YEA: Cortinez, Henkel, Bustinza, Wasserburger. NAY: None.

Discussion was held regarding the future plans of the property at 1145 L Street, Gering, NE.

Motion by Wasserburger, seconded by Bustinza to approve changing the name of Courthouse Villa LLC & Valacia North LLC to Courthouse Villa & Valacia North, respectively. YEA: Cortinez, Henkel, Bustinza, Wasserburger. NAY: None.

Moved by Cortinez, seconded by Wasserburger to adjourn the meeting at 12:43 p.m.

Chairperson Tammy Henkel

Secretary Anita Doggett

Housing Partners of Western Nebraska

1/31/2025 3:40 PM

Register: Platte Valley

From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/01/2025	ele pmt	Platte Valley Bank	20000 · Accounts Paya...	2025 safe depo...	70.00		-88,404.40
01/01/2025	Ele Pmt	Aflac	-split-	CNN42	1,167.84		-89,572.24
01/01/2025	Ele Pmt	Equitable	-split-	20000000006300	1,324.53		-90,896.77
01/02/2025			3200 · Operation Subs...	Deposit		51,144.00	-39,752.77
01/02/2025			12000 · Undeposited F...	Deposit		112,425.40	72,672.63
01/02/2025	Ele Pmt	Medica Insurance	-split-	A00938	21,827.19		50,845.44
01/02/2025	Ele Pmt	Lincoln National Lif...	2100.00 · Liabilities:2...	216175	577.29		50,268.15
01/03/2025			-split-	Deposit		3,075.00	53,343.15
01/03/2025			-split-	Deposit		5,725.04	59,068.19
01/03/2025	ele pmt	ADP Payroll Fees	20000 · Accounts Paya...		146.15		58,922.04
01/03/2025	Ele Pmt	EFTPS	-split-	47-0496611	8,706.26		50,215.78
01/03/2025	Ele Pmt	Nebraska Departmen...	2100.00 · Liabilities:2...	210911585	1,339.29		48,876.49
01/03/2025	Ele Pmt	Benefit Consultants ...	-split-	3535	4,738.56		44,137.93
01/03/2025	20250103		-split-		670.34		43,467.59
01/03/2025	20250104		-split-		1,109.37		42,358.22
01/03/2025	20250105		-split-		1,304.30		41,053.92
01/03/2025	20250106		-split-		2,720.05		38,333.87
01/03/2025	20250107		-split-		947.18		37,386.69
01/03/2025	20250108		-split-		1,263.58		36,123.11
01/03/2025	20250109		-split-		652.51		35,470.60
01/03/2025	20250110		-split-		1,398.39		34,072.21
01/03/2025	20250111		-split-		1,649.58		32,422.63
01/03/2025	20250112		-split-		385.07		32,037.56
01/03/2025	20250113		-split-		1,422.60		30,614.96
01/03/2025	20250114		-split-		1,352.48		29,262.48
01/03/2025	20250115		-split-		1,394.38		27,868.10
01/03/2025	20250116		-split-		1,172.44		26,695.66
01/03/2025	20250117		-split-		625.26		26,070.40
01/03/2025	20250118		-split-		1,936.04		24,134.36
01/03/2025	20250119		-split-		2,001.22		22,133.14
01/03/2025	20250120		-split-		1,253.72		20,879.42
01/03/2025	20250121		-split-		1,273.81		19,605.61
01/03/2025	20250122		-split-		1,736.60		17,869.01
01/03/2025	20250123		-split-		1,153.67		16,715.34
01/03/2025	20250124		-split-		1,061.70		15,653.64
01/03/2025	20250125		-split-		389.46		15,264.18
01/03/2025	20250126		-split-		846.85		14,417.33
01/03/2025	20250127		-split-		1,214.00		13,203.33
01/03/2025	20250128		-split-		698.49		12,504.84

Housing Partners of Western Nebraska

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Register: Platte Valley

From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/03/2025	20250129		-split-		621.35			11,883.49
01/03/2025	20250130		-split-		1,320.85			10,562.64
01/07/2025			-split-	Deposit			21.31	10,583.95
01/07/2025			-split-	Deposit			8,033.00	18,616.95
01/07/2025			-split-	Deposit			4,404.00	23,020.95
01/07/2025	ele pmt	HD Supply	20000 · Accounts Paya...		836.50			22,184.45
01/07/2025	ele pmt	Presto X	20000 · Accounts Paya...		798.60			21,385.85
01/07/2025	ele pmt	US Bank	20000 · Accounts Paya...	4798 5312 216...	2,132.04			19,253.81
01/07/2025	28112	Ace Hardware	20000 · Accounts Paya...		18.14			19,235.67
01/07/2025	28113	Black Hills Energy 7...	20000 · Accounts Paya...		1,104.52			18,131.15
01/07/2025	28114	Black Hills Energy 7...	20000 · Accounts Paya...		4,612.40			13,518.75
01/07/2025	28115	Carr -Trumbull Lum...	20000 · Accounts Paya...	128665	61.03			13,457.72
01/07/2025	28116	City of Minatare	20000 · Accounts Paya...		1,128.37			12,329.35
01/07/2025	28117		20000 · Accounts Paya...		400.00			11,929.35
01/07/2025	28118	Gordon Housing Aut...	20000 · Accounts Paya...		92.19			11,837.16
01/07/2025	28119	Menards	20000 · Accounts Paya...		169.72			11,667.44
01/07/2025	28120	Northwest Pipe	20000 · Accounts Paya...		66.48			11,600.96
01/07/2025	28121	NPPD	20000 · Accounts Paya...		4,226.95			7,374.01
01/07/2025	28122	Petes Quick Lube	20000 · Accounts Paya...		85.16			7,288.85
01/07/2025	28123	Quadient Fianance ...	20000 · Accounts Paya...	7900 0440 802...	750.00			6,538.85
01/07/2025	28124	Shaggy Buffalo Car...	20000 · Accounts Paya...		20.00			6,518.85
01/07/2025	28125	Snell Services, INC	20000 · Accounts Paya...		165.00			6,353.85
01/07/2025	28126	State of Nebraska DAS	20000 · Accounts Paya...		411.47			5,942.38
01/07/2025	28127	WalMart	20000 · Accounts Paya...		133.56			5,808.82
01/07/2025	28128	Waste Connections	20000 · Accounts Paya...		22.23			5,786.59
01/07/2025	28129	Winsupply	20000 · Accounts Paya...		1,576.33			4,210.26
01/07/2025	28130	Accelerated Receiva...	2100.00 · Liabilities:2...	C 21 CI 16 1412	112.01			4,098.25
01/07/2025	28131	Accelerated Receiva...	2100.00 · Liabilities:2...	C 21 CI 22 1082	52.15			4,046.10
01/08/2025			-split-	Deposit			7,483.00	11,529.10
01/08/2025			-split-	Deposit - EFT			11,755.00	23,284.10
01/08/2025	Ele Pmt	Colonial Life	-split-	E5364880	486.14			22,797.96
01/08/2025	28132	Ameritas	-split-	010-045843-00...	248.52			22,549.44
01/09/2025	ele pmt	Home Depot Credit ...	20000 · Accounts Paya...	603532202463...	6,825.06			15,724.38
01/10/2025			-split-	Deposit			2,604.00	18,328.38
01/10/2025			-split-	Deposit			1,747.25	20,075.63
01/10/2025	28133	Covenant Security E...	20000 · Accounts Paya...		13,450.00			6,625.63
01/10/2025	28134	Menards	20000 · Accounts Paya...		6,525.34			100.29
01/10/2025	28135	Sherwin Williams	20000 · Accounts Paya...		161.54			-61.25
01/10/2025	28136	Waste Connections	20000 · Accounts Paya...		22.23			-83.48

Housing Partners of Western Nebraska

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Register: Platte Valley

From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/13/2025			12000 · Undeposited F...	Deposit		58.99	-24.49
01/13/2025			12000 · Undeposited F...	Deposit		7.42	-17.07
01/13/2025			12000 · Undeposited F...	Deposit		122.93	105.86
01/13/2025			12000 · Undeposited F...	Deposit		43.50	149.36
01/13/2025			12000 · Undeposited F...	Deposit		297.88	447.24
01/13/2025			12000 · Undeposited F...	Deposit		44.40	491.64
01/13/2025			12000 · Undeposited F...	Deposit		45.65	537.29
01/13/2025	28138	City of Scottsbluff	20000 · Accounts Paya...		2,144.09		-1,606.80
01/14/2025			12000 · Undeposited F...	Deposit		19,772.14	18,165.34
01/14/2025			-split-	Deposit		2,066.50	20,231.84
01/15/2025	Ele Pmt		4100 · Operating Expe...		36.17		20,195.67
01/15/2025	Ele Pmt		4100 · Operating Expe...		36.17		20,159.50
01/15/2025	Ele Pmt		4100 · Operating Expe...		36.17		20,123.33
01/15/2025	Ele Pmt		4100 · Operating Expe...		36.17		20,087.16
01/15/2025	28137	City of Terrytown	20000 · Accounts Paya...		5,522.82		14,564.34
01/17/2025	28139	Accelerated Receiva...	2100.00 · Liabilities:2...	C 21 CI 16 1412	112.01		14,452.33
01/17/2025	28140	Accelerated Receiva...	2100.00 · Liabilities:2...	C 21 CI 22 1082	52.15		14,400.18
01/17/2025	20250155	Benefit Consultants ...	-split-	3535	4,813.36		9,586.82
01/17/2025	20250156	EFTPS	-split-	47-0496611	9,055.44		531.38
01/17/2025	20250157	Nebraska Departmen...	2100.00 · Liabilities:2...	210911585	1,407.09		-875.71
01/17/2025	20250117		-split-		832.15		-1,707.86
01/17/2025	20250118		-split-		1,143.09		-2,850.95
01/17/2025	20250119		-split-		1,309.09		-4,160.04
01/17/2025	20250120		-split-		581.35		-4,741.39
01/17/2025	20250121		-split-		2,727.23		-7,468.62
01/17/2025	20250122		-split-		1,019.28		-8,487.90
01/17/2025	20250123		-split-		1,389.62		-9,877.52
01/17/2025	20250124		-split-		1,033.84		-10,911.36
01/17/2025	20250125		-split-		1,402.56		-12,313.92
01/17/2025	20250126		-split-		601.35		-12,915.27
01/17/2025	20250127		-split-		1,510.21		-14,425.48
01/17/2025	20250128		-split-		511.35		-14,936.83
01/17/2025	20250129		-split-		1,489.11		-16,425.94
01/17/2025	20250130		-split-		1,369.62		-17,795.56
01/17/2025	20250131		-split-		1,398.20		-19,193.76
01/17/2025	20250132		-split-		1,183.76		-20,377.52
01/17/2025	20250133		-split-		705.50		-21,083.02
01/17/2025	20250134		-split-		1,942.65		-23,025.67
01/17/2025	20250135		-split-		2,001.22		-25,026.89

Housing Partners of Western Nebraska

1/31/2025 3:40 PM

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From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/17/2025	20250136		-split-		1,258.29			-26,285.18
01/17/2025	20250137		-split-		1,270.19			-27,555.37
01/17/2025	20250138		-split-		1,747.38			-29,302.75
01/17/2025	20250139		-split-		1,166.04			-30,468.79
01/17/2025	20250140		-split-		1,069.36			-31,538.15
01/17/2025	20250141		-split-		99.51			-31,637.66
01/17/2025	20250142		-split-		198.62			-31,836.28
01/17/2025	20250143		-split-		1,260.59			-33,096.87
01/17/2025	20250144		-split-		448.29			-33,545.16
01/17/2025	20250145		-split-		719.95			-34,265.11
01/17/2025	20250146		-split-		1,414.21			-35,679.32
01/21/2025			-split-	Deposit			1,587.19	-34,092.13
01/21/2025			-split-	Deposit			1,720.00	-32,372.13
01/21/2025			-split-	Deposit			1,015.84	-31,356.29
01/22/2025			12000 · Undeposited F...	Deposit			28,322.74	-3,033.55
01/22/2025			12000 · Undeposited F...	Deposit			12,150.40	9,116.85
01/22/2025			12000 · Undeposited F...	Deposit			19,166.59	28,283.44
01/23/2025	28141		20000 · Accounts Paya...		287.00			27,996.44
01/27/2025			-split-	Deposit			2,271.00	30,267.44
01/27/2025	Ele Pmt	Nebraska Departmen...	2100.00 · Liabilities:2...	210911585	1,021.84			29,245.60
01/28/2025			12000 · Undeposited F...	Deposit			14,416.90	43,662.50
01/28/2025	ele pmt	Black Hills Energy 7...	20000 · Accounts Paya...		1,650.46			42,012.04
01/28/2025	ele pmt	NPPD	20000 · Accounts Paya...		72.81			41,939.23
01/28/2025	ele pmt	NPPD	20000 · Accounts Paya...		2,263.62			39,675.61
01/28/2025	ele pmt	NPPD	20000 · Accounts Paya...		106.28			39,569.33
01/28/2025			1162.09 · CD 7019918	Funds Transfer			161,226.44	200,795.77
01/29/2025	Ele Pmt	HD Supply	20000 · Accounts Paya...		1,818.43			198,977.34
01/29/2025	Ele Pmt	HD Supply	20000 · Accounts Paya...		866.40			198,110.94
01/29/2025	28142	Cowans Custom Cab...	20000 · Accounts Paya...		5,116.00			192,994.94
01/29/2025	28143	Mobius Communicat...	20000 · Accounts Paya...		1,976.00			191,018.94
01/29/2025	28144	Black Hills Energy 7...	20000 · Accounts Paya...		6,766.84			184,252.10
01/29/2025	28145	Black Hills Energy 7...	20000 · Accounts Paya...		5,674.30			178,577.80
01/29/2025	28146	Covenant Security E...	20000 · Accounts Paya...		1,688.16			176,889.64
01/29/2025	28147	Don Schmidt Carpet	20000 · Accounts Paya...		355.31			176,534.33
01/29/2025	28148	Menards	20000 · Accounts Paya...		6,154.10			170,380.23
01/29/2025	28149	Sherwin Williams	20000 · Accounts Paya...		126.85			170,253.38
01/29/2025	28150	Snell Services, INC	20000 · Accounts Paya...		6,118.10			164,135.28
01/29/2025	28151	Aflac	64700 · Miscellaneous...	VOID:		X		164,135.28
01/31/2025			12000 · Undeposited F...	Deposit			35,769.19	199,904.47

Housing Partners of Western Nebraska

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01/31/2025	20250131		-split-		549.86		199,354.61
01/31/2025	20250132		-split-		1,254.39		198,100.22
01/31/2025	20250133		-split-		1,269.79		196,830.43
01/31/2025	20250134		-split-		1,072.84		195,757.59
01/31/2025	20250135		-split-		2,936.78		192,820.81
01/31/2025	20250136		-split-		915.19		191,905.62
01/31/2025	20250137		-split-		1,391.95		190,513.67
01/31/2025	20250138		-split-		1,070.29		189,443.38
01/31/2025	20250139		-split-		1,495.53		187,947.85
01/31/2025	20250140		-split-		1,126.55		186,821.30
01/31/2025	20250141		-split-		1,638.96		185,182.34
01/31/2025	20250142		-split-		417.18		184,765.16
01/31/2025	20250143		-split-		1,631.48		183,133.68
01/31/2025	20250144		-split-		1,428.75		181,704.93
01/31/2025	20250145		-split-		1,498.65		180,206.28
01/31/2025	20250146		-split-		1,281.77		178,924.51
01/31/2025	20250147		-split-		581.82		178,342.69
01/31/2025	20250148		-split-		2,017.75		176,324.94
01/31/2025	20250149		-split-		2,046.70		174,278.24
01/31/2025	20250150		-split-		1,293.74		172,984.50
01/31/2025	20250151		-split-		1,371.55		171,612.95
01/31/2025	20250152		-split-		1,826.96		169,785.99
01/31/2025	20250153		-split-		1,325.57		168,460.42
01/31/2025	20250154		-split-		1,206.82		167,253.60
01/31/2025	20250155		-split-		1,304.24		165,949.36
01/31/2025	20250156		-split-		925.35		165,024.01
01/31/2025	20250157		-split-		847.72		164,176.29
01/31/2025	20250158		-split-		1,911.80		162,264.49
01/31/2025	To Print	Accelerated Receiva...	2100.00 · Liabilities:2...	C 21 CI 16 1412	112.01		162,152.48
01/31/2025	To Print	Accelerated Receiva...	2100.00 · Liabilities:2...	C 21 CI 22 1082	52.15		162,100.33
01/31/2025	To Print	Benefit Consultants ...	-split-	3535	4,759.49		157,340.84

Barrier Free Homes LLC

1/31/2025 3:46 PM

Register: 1111.01 · Platte Valley Bank

From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/01/2025			3100 · Tenant Revenu...	Deposit - HAP		2,474.00	115,416.30
01/06/2025			3100 · Tenant Revenu...	Deposit		624.00	116,040.30
01/07/2025			3100 · Tenant Revenu...	Deposit		2,095.00	118,135.30
01/09/2025	2005	City of Gering	2000 · *Accounts Paya...		593.00		117,542.30
01/13/2025	ele pmt	Housing Authority G...	2000 · *Accounts Paya...	2024-12	44.40		117,497.90
01/16/2025	2006	Nebraska Investment...	2000 · *Accounts Paya...		850.00		116,647.90
01/24/2025	ele pmt	Housing Authority ...	2000 · *Accounts Paya...		579.30		116,068.60
01/24/2025	ele pmt	Management Fund	2000 · *Accounts Paya...	2025 AHRMA	23,141.50		92,927.10

Courthouse Villa, LLC

1/31/2025 3:50 PM

Register: 1111.01 - Platte Valley

From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/01/2025			3100 · Tenant Revenu...	Deposit - HAP		1,391.00	57,980.18
01/03/2025			3100 · Tenant Revenu...	Deposit		169.00	58,149.18
01/08/2025			3100 · Tenant Revenu...	Deposit - EFT		2,564.00	60,713.18
01/13/2025	ele pmt	Housing Authority	2000 · Accounts Payable	2024-12	45.65		60,667.53
01/16/2025	2406	Nebraska Investment...	2000 · Accounts Payable		850.00		59,817.53
01/24/2025	ele pmt	Management Fund	2000 · Accounts Payable		412.40		59,405.13
01/24/2025	ele pmt	Management Fund	2000 · Accounts Payable	2025 AHRMA	9,092.99		50,312.14
01/24/2025	ele pmt	Presto X	2000 · Accounts Payable		26.73		50,285.41
01/24/2025	2407	City of Bridgeport	2000 · Accounts Payable		265.30		50,020.11
01/24/2025	2408	Horizon Bank	1162.00 · Horizons Re...	Reserves 2024...	201.64		49,818.47

CROWN WEST

1/31/2025 3:52 PM

Register: 1111.01 · Operating Account PVC-2038

From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/03/2025			-split-	Deposit		925.00	79,997.10
01/06/2025			3100 · Tenant Revenu...	Deposit		692.00	80,689.10
01/07/2025			3100 · Tenant Revenu...	Deposit		2,353.00	83,042.10
01/08/2025			3100 · Tenant Revenu...	Deposit		953.00	83,995.10
01/09/2025	4298	City of Gering	2000 · Accounts Payable		81.78		83,913.32
01/10/2025			3100 · Tenant Revenu...	Deposit		425.00	84,338.32
01/10/2025			4300 · Utilities:4330 · ...	Deposit		3.47	84,341.79
01/13/2025	ele pmt	Black Hills Energy	2000 · Accounts Payable		84.29		84,257.50
01/13/2025	ele pmt	HD Supply	2000 · Accounts Payable		219.10		84,038.40
01/13/2025	ele pmt	Housing Authority G...	2000 · Accounts Payable	2024-12 EOM	58.99		83,979.41
01/13/2025	4299	Don Schmidt Carpet	2000 · Accounts Payable		2,554.61		81,424.80
01/16/2025	4300	NIFA	2000 · Accounts Payable		900.00		80,524.80
01/24/2025	ele pmt	Crown West Escrow	2000 · Accounts Payable		300.00		80,224.80
01/24/2025	ele pmt	Housing Authority ...	2000 · Accounts Payable		727.10		79,497.70
01/24/2025	ele pmt	Management Fund	2000 · Accounts Payable	AHRMA 2025	14,829.55		64,668.15
01/24/2025	4301	CITY OF SCOTTSB...	2000 · Accounts Payable		183.27		64,484.88

ELMWOOD VILLAGE

1/31/2025 3:54 PM

Register: 1111.04 · Platte Valley General

From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/03/2025			3100 · Tenant Revenu...	Deposit		2,625.00	308,999.58
01/06/2025			3100 · Tenant Revenu...	Deposit		2,494.00	311,493.58
01/07/2025			3100 · Tenant Revenu...	Deposit		3,930.00	315,423.58
01/08/2025			3100 · Tenant Revenu...	Deposit		384.00	315,807.58
01/13/2025	ele pmt	Housing Authority of..	2111.00 · Accounts Pa...	2024-12 EOM	142.08		315,665.50
01/13/2025	5873	Dennis Supply	2111.00 · Accounts Pa...	65860 0001	117.86		315,547.64
01/21/2025			3100 · Tenant Revenu...	Deposit		341.00	315,888.64
01/24/2025	ele pmt	Elmwood Village R...	1111.03 · Elmwood Ca...	2024-12	350.00		315,538.64
01/24/2025	ele pmt	Housing Authority ...	2111.00 · Accounts Pa...		2,226.00		313,312.64
01/24/2025	ele pmt	Management Fund	2111.00 · Accounts Pa...	2025 AHRMA	42,926.58		270,386.06
01/24/2025	5874	CITY OF SCOTTSB...	2111.00 · Accounts Pa...		2,330.48		268,055.58
01/27/2025			3100 · Tenant Revenu...	Deposit		4,607.00	272,662.58

Gering Valley Estates, LLC

1/31/2025 4:12 PM

Register: Platte Valley Operating

From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/01/2025			3110 · Dwelling Rentals	Deposit - HAP		7,844.00	108,470.72
01/03/2025			3110 · Dwelling Rentals	Deposit		1,637.00	110,107.72
01/06/2025			3110 · Dwelling Rentals	Deposit		330.00	110,437.72
01/06/2025	Ele With	Platte Valley Bank	-split-		2,280.00		108,157.72
01/07/2025			3110 · Dwelling Rentals	Deposit		2,435.00	110,592.72
01/08/2025			3110 · Dwelling Rentals	Deposit - EFT		5,986.00	116,578.72
01/09/2025	2136	City of Gering	20000 · Accounts Paya...		2,780.05		113,798.67
01/10/2025			3110 · Dwelling Rentals	Deposit		438.00	114,236.67
01/13/2025	ele pmt	Housing Authority	20000 · Accounts Paya...	2024-12 EOM	7.42		114,229.25
01/16/2025	2137	Nebraska Investment...	20000 · Accounts Paya...		5,429.00		108,800.25
01/16/2025	2138	Scotts Bluff County ...	20000 · Accounts Paya...	2024 real estat...	25,088.38		83,711.87
01/21/2025			3110 · Dwelling Rentals	Deposit		646.00	84,357.87
01/23/2025	2139		20000 · Accounts Paya...		81.94		84,275.93
01/23/2025	2140		20000 · Accounts Paya...		651.77		83,624.16
01/24/2025	ele pmt	Housing Authority ...	20000 · Accounts Paya...		1,801.60		81,822.56
01/24/2025	2141	Horizon Bank	20000 · Accounts Paya...	2024-12	1,199.31		80,623.25
01/24/2025	2142	Menards	20000 · Accounts Paya...		27.96		80,595.29
01/24/2025	2143	Midwest Housing Eq...	20000 · Accounts Paya...		3,551.00		77,044.29

Homeownership

1/31/2025 4:14 PM

Register: Platte Valley Bank Homeownershi

From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/13/2025	ele pmt	Housing Authority	2000 · Accounts Payable	2024-12 EOM	297.88		5,305.77
01/24/2025	1629	City of Gering.	2000 · Accounts Payable		1,082.21		4,223.56
01/24/2025	1630	Waste Connection	2000 · Accounts Payable		105.61		4,117.95

Management Fund

1/31/2025 4:19 PM

Register: 1111.01 · Platte Valley

From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/06/2025			12000 · Undeposited F...	Deposit		49,695.00	74,941.68
01/13/2025	1420	Carpenter Center	20000 · Accounts Paya...		8.00		74,933.68
01/13/2025	1421	Chappell Housing	20000 · Accounts Paya...	#111	16.00		74,917.68
01/13/2025	1422	Housing Authority	20000 · Accounts Paya...		24.00		74,893.68
01/15/2025	Ele Pmt		4100 · Operating Expe...	Phone Checks	66.17		74,827.51
01/15/2025	Ele Pmt		4100 · Operating Expe...		36.17		74,791.34
01/15/2025	Ele Pmt		4100 · Operating Expe...		36.17		74,755.17
01/15/2025	Ele Pmt		4100 · Operating Expe...		36.17		74,719.00
01/16/2025	1423	Scotts Bluff County ...	20000 · Accounts Paya...		3,005.20		71,713.80
01/22/2025	ele pmt	Housing Authority	20000 · Accounts Paya...		19,166.59		52,547.21
01/24/2025			12000 · Undeposited F...	Deposit		40,229.23	92,776.44
01/24/2025			12000 · Undeposited F...	Deposit		42,926.58	135,703.02
01/24/2025			12000 · Undeposited F...	Deposit		14,829.55	150,532.57
01/24/2025			12000 · Undeposited F...	Deposit		9,092.99	159,625.56
01/24/2025			12000 · Undeposited F...	Deposit		23,141.50	182,767.06
01/24/2025			Management Fees:369...	Deposit		1,801.60	184,568.66
01/24/2025			Management Fees:369...	Deposit		2,226.00	186,794.66
01/24/2025			Management Fees:369...	Deposit		727.10	187,521.76
01/24/2025			Management Fees:369...	Deposit		412.40	187,934.16
01/24/2025			Management Fees:369...	Deposit		579.30	188,513.46
01/24/2025	1424	Carpenter Center	20000 · Accounts Paya...	2024	6,000.00		182,513.46
01/24/2025	1425	Pete's Quick Lube	20000 · Accounts Paya...		65.29		182,448.17
01/27/2025			12000 · Undeposited F...	Deposit		15,943.96	198,392.13
01/28/2025			12000 · Undeposited F...	Deposit		9,092.99	207,485.12
01/28/2025			12000 · Undeposited F...	Deposit		3,000.00	210,485.12
01/28/2025			Management Fees:369...	Deposit		1,740.00	212,225.12
01/28/2025			Management Fees:369...	Deposit		379.70	212,604.82
01/28/2025	1426	Housing Authority	20000 · Accounts Paya...		20.00		212,584.82
01/28/2025	1427	Pete's Quick Lube	20000 · Accounts Paya...		214.45		212,370.37

Monument View Villa, LLC

1/31/2025 4:21 PM

Register: FNBO 196 399

From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/01/2025			3110 · Dwelling Rentals	Deposit - HAP		3,430.00	38,482.51
01/03/2025			3110 · Dwelling Rentals	Deposit		917.00	39,399.51
01/07/2025			3110 · Dwelling Rentals	Deposit		490.00	39,889.51
01/08/2025			3110 · Dwelling Rentals	Deposit - EFT		1,661.00	41,550.51
01/09/2025	1725	City of Gering	20000 · Accounts Paya...		1,300.36		40,250.15
01/10/2025			Misc Income:Laundry	Deposit		424.75	40,674.90
01/13/2025	ele pmt	Spectrum Business	20000 · Accounts Paya...		264.25		40,410.65
01/13/2025	1726	Housing Authority	20000 · Accounts Paya...	2024-12 EOM	26.75		40,383.90
01/16/2025	1727	Scotts Bluff County ...	20000 · Accounts Paya...	2024 property t...	6,120.48		34,263.42
01/24/2025	1728	Housing Partners Ma...	20000 · Accounts Paya...		746.50		33,516.92

Return to Owner

1/31/2025 4:23 PM

Register: Platte Valley

From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/28/2025			Other Income	2024-12		833.33	241,411.29

TQM Maintenance

1/31/2025 4:25 PM

Register: 1111.01 · Platte Valley

From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/06/2025			1499 · Undeposited Fu...	Deposit		33,910.20	310,310.10
01/09/2025	9139	City of Gering	2111.00 · Accounts Pa...	maint. shed uti...	480.63		309,829.47
01/13/2025	9140	Allo Communications	2111.00 · Accounts Pa...		55.92		309,773.55
01/13/2025	9141	Auto Works Service ...	2111.00 · Accounts Pa...		810.64		308,962.91
01/13/2025	9142	City of Scottsbluff	2111.00 · Accounts Pa...		405.18		308,557.73
01/21/2025			3110.01 · Rent - 750 ...	Deposit		1,044.00	309,601.73
01/22/2025	ele pmt	Housing Authority S...	2111.00 · Accounts Pa...		28,322.74		281,278.99
01/24/2025	ele pmt	Management Fund.	2111.00 · Accounts Pa...	AHRMA 2025	40,229.23		241,049.76
01/24/2025	ele pmt	NPPD	2111.00 · Accounts Pa...		152.55		240,897.21
01/24/2025	9143	Menards	2111.00 · Accounts Pa...		257.05		240,640.16
01/24/2025	9144	Pete's Quick Lube	2111.00 · Accounts Pa...		65.29		240,574.87

Valacia Apartments

1/31/2025 4:27 PM

Register: Platte Valley Bank (150155)

From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/03/2025			3110 · Dwelling Rentals	Deposit		124.00	4,842.76
01/05/2025	Ele With	USDA Rural Develo...	2320.00 · Loan Payme...		671.81		4,170.95
01/07/2025			-split-	Deposit		2,043.00	6,213.95
01/08/2025			-split-	Deposit - EFT		5,323.00	11,536.95
01/08/2025			-split-	Deposit		303.00	11,839.95
01/09/2025	3137	City of Gering	2111.00 · Accounts Pa...		3,214.59		8,625.36
01/10/2025			Fee Income:3692.00 · ...	Deposit		211.00	8,836.36
01/13/2025	ele pmt	Housing Authority P...	2111.00 · Accounts Pa...	2024-12 EOM	122.93		8,713.43
01/13/2025	ele pmt	Valacia Security Dep...	2111.00 · Accounts Pa...		100.00		8,613.43
01/21/2025			3110 · Dwelling Rentals	Deposit		355.00	8,968.43
01/27/2025			3110 · Dwelling Rentals	Deposit		558.00	9,526.43
01/28/2025	ele pmt	Spectrum	2111.00 · Accounts Pa...		1,051.73		8,474.70
01/28/2025	ele pmt	Housing Auth Mana...	2111.00 · Accounts Pa...	MF PR \$300, ...	1,740.00		6,734.70
01/28/2025	ele pmt	Housing Authority R...	2111.00 · Accounts Pa...		833.33		5,901.37
01/28/2025	ele pmt	Platte Valley Bank R...	2111.00 · Accounts Pa...		1,131.75		4,769.62
01/28/2025	ele pmt	Housing Auth Mana...	2111.00 · Accounts Pa...	2025 AHRMA	3,000.00		1,769.62
01/28/2025	3138	Ace Hardware	2111.00 · Accounts Pa...		12.63		1,756.99
01/28/2025	3139	Julie's Antiques	2111.00 · Accounts Pa...		10.00		1,746.99

Valacia North Villa, LLC

1/31/2025 4:30 PM

Register: 1111.01 · Platte Valley

From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/03/2025			3100 · Tenant Revenu...	Deposit		336.00	62,822.82
01/08/2025			3100 · Tenant Revenu...	Deposit - EFT		1,045.00	63,867.82
01/09/2025	2592	City of Gering	2000 · Accounts Payable		252.03		63,615.79
01/13/2025	ele pmt	Housing Authority	2000 · Accounts Payable	2024-12 EOM	43.50		63,572.29
01/13/2025	2593	Menards	2000 · Accounts Payable		190.98		63,381.31
01/16/2025	2594	Nebraska Investment...	2000 · Accounts Payable		850.00		62,531.31
01/28/2025	ele pmt	Housing Authority ...	2000 · Accounts Payable	2025 AHRMA	9,092.99		53,438.32
01/28/2025	ele pmt	Housing Authority ...	2000 · Accounts Payable		379.70		53,058.62
01/28/2025	2595	Horizon Bank	1162.00 · Replacemen...	Replacement 2...	200.59		52,858.03

HOUSING PARTNERS OF WESTERN NEBRASKA HOUSE RULES

***Continuous violations of any of the following rules may result in lease termination. ***

- Keep your yards picked up of trash. Failure to comply will result in a maintenance charge of up to **\$50.00** charge per clean up. **HPWN staff reserves the right to dispose of ANY ITEMS left in the yard.** This includes but is not limited to: kid's toys, bikes, scooters, furniture. Any items left in the walkways, parks, or the common areas throughout the property will automatically be disposed of.
- Only authorized items will be permitted to be kept on front and/or back porches. Lawn/Outdoor furniture, neatly organized kid's bikes/scooters/etc., gardening supplies neatly stored, and wrapped air conditioners are examples of appropriate outside items. Car seats, boxes, trash, miscellaneous personal items, and indoor furniture such as couches, mattresses, bed frames, lounge chairs, etc. are all examples of items that are not permitted to be stored outside in the yard or on the concrete porch areas in the front or back of any unit. Violations of this policy may result in being billed for cost of dump fee, labor and possible termination of lease.
- Keep your children from playing with or damaging the sprinkler heads. This will result in a **\$25.00** charge per sprinkler head for replacement.
- Tenants are not permitted access to outside water faucets unless given prior permission.
- Since HPWN is financially responsible for providing utilities, we ask that tenants keep their windows closed during cold weather months. This will prevent your water heating system from freezing up, pipes from freezing and bursting, and will ensure energy efficiency. Charges incurred from damages because of failure to comply will be tenant responsibility to pay. A \$25 fine will be charged for each time a resident is caught with their windows open during the winter months. **If a utility bill is abnormally high for a particular unit and it discovered to be due to negligence such as having windows open with A/C or heat running, the tenant may be billed for the excess utilities used. Continuous negligence will result in lease termination.**
- In extremely cold weather, (below freezing) leave your faucet dripping slightly and do not turn your thermostats below 68. Charges incurred from damages because of failure to comply will be your responsibility.
- All maintenance problems should be reported to the Housing Authority office as soon as possible. If you have any maintenance issues during business hours, please call the office **308-632-0473** and give them your name and address and tell them what the problem is so a work order may be submitted as soon as possible. Tenants are subject to pay charges for any damages caused by resident(s). Charges resulting from failure to report problems in a timely manner, which result in extensive damage, will be costlier so please do not hesitate to notify a staff member as soon as an issue arises.
- Residents **MUST** call work orders into the office. Staff is not responsible for repairs not being conducted because they were reported to maintenance instead of being properly called into the main office.
- Residents are encouraged to call the police before reporting to staff when they believe vandalism, forced entry, or other crimes have been committed in their unit. In the event that such suspected activity has caused damage to the unit, a police report must be on record in order to avoid charges of repairs being charged to the resident. For example, if a resident's window is broken and the resident claims it was broken due to vandalism by someone not in the household, the resident must be able to provide proof that they reported the vandalism to the police. If the resident is unable to provide this proof, then it will be assumed the damage was caused by the resident or a member of the household and the costs of the repairs will be billed to the resident.

HOUSING PARTNERS OF WESTERN NEBRASKA

HOUSE RULES

- HPWN staff must have access to enter the unit at any time. This means screen doors must not be locked. This will ensure appropriate personnel may enter in the event of an emergency. It also ensures inspections, maintenance repairs, extermination cycles, etc. may occur at their scheduled times. Failure to comply will result in a **\$25.00** fine in order to reschedule **each time staff is unable to enter the unit. Continued violations will lead to lease termination.**
- If you experience a maintenance emergency after business hours such as loss of heat or water, please call the after-hours emergency maintenance cell phone number provided to you.
- If plumbing issues are determined to be tenant caused, the head of household will be charged for all repair costs. Examples of tenant caused plumbing issues include but are not limited to: flushing tampons, paper towels, wet wipes, miscellaneous items down the toilet. Pouring grease or disposing of food down the kitchen sink.
- Tenants will not be assigned a parking spot and may be permitted to have more than one vehicle. Parking will be on a first come, first serve basis however, if issues arise as a result of an additional vehicle or a guest vehicle taking up too many parking spots, the resident may be asked to park the additional/guest vehicle elsewhere. We do reserve the right to tow vehicles at owner's expense. Handicapped spots may be requested by elderly or disabled residents **ONLY**.
- All vehicles must be in operating condition. Inoperable vehicles will be towed at owner's expense.
- **You have five (5) business days to pay your rent (either by mail or in person). Mailed in payments must physically reach the office by the 5th business day, NO exceptions. After the 5th business day, you will be charged a \$25.00 late fee.** We do not accept cash payments. Tenants may sign up for automatic withdrawal at any time. Tenants may utilize the "Rent Drop" box located to the west of the office front door. Any payments placed in the drop box **AFTER 4 PM** on the 5th business day, will be considered late and a late fee will be added to the tenant's account.
- Do not glue or nail rugs down to the floors in the apartments. Also, do not use large nails to hang pictures, mount large objects such as TVs, and do not apply wallpaper or contact paper to the walls. Do NOT modify the units by painting or altering in any way.
- During the A/C season, beginning May 1st, tenants are allowed to remove window screens in order to install air conditioners. Any screens removed must be stored out of the way, in a safe place not to be damaged or bent in any way. Tenants will be charged for any damages to the screens or frames. Tenants will be required to re-install all screens when A/C season ends on October 31st each year. Outside of the A/C season, screens are not permitted to be taken out of the windows.
- Anytime you have a change in income whether it is an increase or decrease you are required to report it to the office for an interim rent adjustment. Failure to report decrease in income will not result in tenant being credited back any rent already charged. You have 10 days from the date of the increase to report to the office. Failure to report may result in tenant being responsible to pay for any difference in rental amount.
- You must be re-evaluated every year. A letter will be sent to you approximately 2 to 3 months prior to your move-in anniversary month telling you when to come in to the office and have this done. You are required to do this.
- There will be an annual inspection done of your apartment sometime during the month of your annual date. You will be sent a letter regarding this. If the Housing Authority finds it necessary for additional inspection, this will also be done.
- If you lock yourself out of your apartment during business hours you may call the main office and **there will be a \$50 lock out fee billed to your account in order for staff to come unlock your door.** If it is after working hours, you will have to call the emergency after hours number and **there will be a \$75 lock out fee billed to your account in order for staff to unlock your door.**

HOUSING PARTNERS OF WESTERN NEBRASKA

HOUSE RULES

- All tenants are given two-unit keys and one laundry key (for applicable tenants only). There will be \$3.00 deposit charged for any additional keys requested. All keys must be returned at the time of move out or a lock change fee will automatically be charged to tenant. If you lose your keys and have to request an entire lock replacement, a **\$125.00** fee will be charged to change the locks and issue the new set of keys. This fee **must** be collected in full before the lock change can occur.
- Cable can be installed only where there are outlets already provided. NO SPLITTERS. Companies are not permitted to drill new holes to install internet or cable without prior authorization from manager.
- Electric motorized devices or EMDs meant to assist with mobility must be parked inside the owner/operator's apartment or the apartment of the tenant they are visiting. EMDs must not be left unattended in common areas or walking paths.
- All tenants must go to the post office in their city to establish their mailing address and receive their mailbox key. It is the resident's responsibility to provide the office with a valid mailing address and make sure to check their mail often. The office sends many important documents by mail and tenants are not exempt from consequences of missing deadlines, missing appointments, paying late fees on past due accounts, etc. due to not checking their mail.
- Residents must inform staff when they update their mailing address, email address, and/or phone number as we must **ALWAYS** have a valid form of contact.
- Residents are never permitted to park on the grass or on any HPWN property that is not a designated parking area.
- If staff suspects someone who is not on the lease is living in the unit, we reserve the right to request proof of alternative address for the individual in question.
- Residents may install a window A/C unit during the established air conditioning season which begins on May 1st and ends on October 31st each year. Residents must provide their own air conditioner and are fully responsible for the up-keep and maintenance of the unit. Residents must remove their air conditioner from the window each fall. Air conditioners are not to be in windows outside of the established air conditioning season. Air conditioners may be installed in a bedroom window as long as that bedroom has more than one operable window. Tenants may submit documentation from their medical provider in order to request assistance from maintenance staff installing and removing the air conditioner each season. A \$25 fine will be charged to a resident for each time they are caught having an A/C in their window outside of the A/C season.
- It is HUD's policy that every room in the unit must have a way to exit in the event of an emergency. This is referred to as, "egress". In units with front and back doors, both doors must be clear to enter and exit. All bedrooms must have at least one window that is accessible to open. This means it can not be blocked by beds, dressers, etc. An adult must be able to stand in front of the window, with feet on the ground, and escape in the event of an emergency. If an egress is found to be blocked the Special Inspection Procedure will go into and remain in effect until the violation is corrected.
- **We recommend that residents use surge protectors for all appliances that are to be plugged into an outlet.** We also recommend that all residents purchase Renter's Insurance to help cover their personal belongings should they be damaged. At no time will HPWN be liable for damaged personal belongings no matter the circumstances.
- Tenants who have an issue with a member of staff or another tenant must submit their complaint formally in writing. Investigative actions will not begin until the formal written complaint is received. The office operates under a 'three strike' rule for most offenses when determining appropriate action.
- Residents must not store flammable liquids in their unit or storage room (for applicable units), such as kerosene, gasoline, etc.

HOUSING PARTNERS OF WESTERN NEBRASKA

HOUSE RULES

- Dryers are not permitted to be used inside units or storage areas (for applicable units) at any property.
- Maintenance staff will be responsible for removing snow from public sidewalks. Tenants will be responsible for removing snow leading up to their door with the exception of the Elderly/Disabled units located at Colson Manor, Morrill Manor, and Bluff View. All tenants are responsible for snow removal around their car. We will strive to have snow removed by the noon the following day after snow ceases falling/blowing. We do use ice melt at all of our properties.
- Gardening is allowed around the front and back porch areas but we ask that residents fence off or clearly mark garden boundaries. This will help our maintenance staff prevent damaging the area when conducting lawn care including but not limited to mowing, trimming, spraying. Tenant assumes all responsibility of the up keep of their garden.
- Gardens, lawn decorations, hanging baskets, etc. must not extend past one foot from the concrete porch.
- If the family composition changes in a way that will affect the size unit they qualify for, the HPWN may request that the family relocate to the appropriately sized unit when one becomes available. In this event the office will waive the standard unit transfer fee.
- Feeding, providing shelter, and/or caring for stray or feral animals anywhere on HPWN property is strictly prohibited.
- Tenants are permitted to have a grill at their apartment. Grills must be stored neatly against the building on either the front or back porch areas. Grills must be pulled away from the building during use to prevent fires and must be returned back against the building after each use.
- Fire pits are **not** permitted on any HPWN property.
- Grills are permitted however tenants must follow these protocols:
 - All grills/smokers, whether charcoal or gas, must be at least 10 feet from any structure when in use, or when cooling.
 - All charcoal grills should be extinguished with water.
 - When coals are cool, they should be placed in a metal container with a metal lid. Do not dump coals onto grass or into a flower bed.
 - All grills/smokers must be completely cooled before moving them back to a safe storage location.
 - Place the grill/smoker on level ground so there is no danger of it tipping over
 - Keep children at least 3 feet away from grills
 - Use only charcoal starter fluid. Never add gasoline or any other flammable liquid to the fire.
 - Grills/smokers shall not be used on paths used as passageways by residents. Hot grills on sidewalks or play areas can lead to injuries to children. Please think about your surroundings before lighting the grill.
 - Never take a grill inside a house. Fire is a danger, but so are the fumes from a grill.
- We ask that parents supervise their children at all times on the property. Parents will be held financially responsible for all damages to HPWN property caused by their children.
- Trampolines are not permitted on HPWN Public Housing property. We do permit small kiddie pools to be used but they **MUST** be emptied and put away after each use. It is an insurance liability and safety hazard to have trampolines and/or pools left filled with water for extended time.
- Please refer to the "Trash pick-up" regulation sheet in your move in packet for guidance on your city's trash pick-up schedule and other information. Tenants are not permitted to use another unit's trash bin, even if the unit is vacant. A warning will be served for the first offense but second offenses will result in a \$25 fine and lease termination.

HOUSING PARTNERS OF WESTERN NEBRASKA HOUSE RULES

- A 30-day written notice is required upon vacating your unit. Emails will be acceptable as written notice. If a 30-day notice is submitted after the fifth business day of the month, the 30-day countdown will not begin until the 1st of the following month.
- Tenants who are found to have either failed to report or falsely report changes in income or family composition three times or more in a year will not be allowed to renew their lease. This is referred to as “misrepresentation” and is considered fraud. If a tenant is removed from housing for misrepresentation, they will not be eligible to receive housing assistance for five years.

OFFICE HOURS:

Monday-Thursday from 8:00 AM – 3:30 PM

Friday from 7:30 AM – 4:00 PM BY PHONE ONLY

OFFICE NUMBER:

308-632-0473
