

FALL/ WINTER 2022

NEWSLETTER



The staff of Community Enterprises Corporation, aka CEC, want to wish all our residents a Happy Fall and welcome the holiday season with open arms. We want to keep our residents informed with the latest health and procedures, compliance procedures, contact information and some tips to make your residency with us smooth and enjoyable.

CEC works hand in hand with our parent company, Collaborative Support Programs of NJ, aka CSP, to provide our residents with additional services to support you in your journey and in turn live happily in our housing.



OFFICE HOURS

Monday– Friday
8:30am – 5:00pm

CONTACT US

PO Box 980
Freehold, NJ 07728

P: (732) 637-5189

F: (732) 637-5187

Press 1 for maintenance hotline

VISIT US ONLINE AT

CECHOUSING.ORG



COMMUNITY ENTERPRISES CORPORATION



DON'T IGNORE YOUR PAPERWORK

If you receive a notice from CEC stating it is paperwork renewal time, please do not ignore it. All resident leases are 12 month leases and the renewals must be completed 30 days prior to the expiration date.

Remember that once you receive your 1st renewal notice you must:

- ◆ Gather income and asset documents.
 - Employment– 4-6 latest consecutive paystubs
 - Social Security or SSI letter dated no earlier than 120 days
 - Self employed– last 3 tax returns
- ◆ Fill out, sign and return all paperwork.
- ◆ Sign and return your new lease.

Now there is an easier way to sign. If you have an email and access to a phone or computer you are now able to sign forms online through Docusign. If you are interested in using Docusign, please provide your email to CEC.

If your paperwork is not received before your lease expiration date, you will be terminated from the program.

Please do not ignore your annual lease renewal paperwork.

“Shut the door not that it lets in the cold but that it lets out the coziness.” – Mark Twain



Don't forget to pay your rent on time. Rent is due the 1st of every month.

Mail rent payments to:

Community Enterprises
Corporation
P.O. Box 980
Freehold, NJ 07728

COLD WEATHER PREP

Spring and Summer have flown by and now we are in the 2022/23 cold season. As we welcome October and the leaves begin to turn bright colors and fall, we want to remind all residents of some cold weather tips to keep your home warm. Take these few steps to keep your apartment warm.

1. Close and lock your windows. Although closing your windows is an obvious step, many residents do not lock the windows. Locking the windows will seal the window shut minimizing cold drafts.
2. If you have a ceiling fan, reverse the direction of the fan to rotate clockwise.
Fun fact: Ceiling fans can operate in two directions. Fan set in the counterclockwise direction fans cool air down for the spring and summer months and the clockwise direction pulls the warm air up for

the fall and winter months.

3. **DO NOT** place space heaters in the same room as the home thermostat.
If you place a space heater in the same room or near the thermostat it will make the thermostat temperature rise causing the heat to shut off and keep your apartment cold.
4. Replace your curtains to heavier draft reducing drapes.

UNIT INSPECTIONS

The year is quickly coming to an end and many agencies are scheduling annual unit inspections before the end of the year. As soon as CEC receives notification of an inspection date, we will notify residents of the inspection date. CEC will also schedule a pre-inspection to make sure all health and safety issues and repairs are addressed before the inspection. Please understand that inspections are mandatory and we will enter your unit whether you are home or not.

We encourage all residents to do a quick inspection of your unit and submit a work order request to report any repairs needed.

It is also important to remove any items blocking the windows or doors. These obstructions are considered violations and will be cited during inspections.



SPACE HEATER SAFETY

Although most homes have central heating systems, there may be emergency occasions when residents have to use space heaters. If CEC staff provides you a space heater during an emergency, please understand that the space heater is property of CEC and must be returned after the emergency is resolved.

The following safety procedures must be abided when using a space heater:

- DO NOT crowd the heater.
Keep the heater at least 3 feet away from any furniture, drapes, paper, clothes or flammable items.
- DO NOT plug the heater into an extension cord. Always plug the heater directly into the wall outlet.
- Immediately unplug the heater if the wiring is frayed or if the outlet is hot to the touch, or smoking.
- DO NOT place space heater on tables, chairs or any surface that is not stable.
- Heaters should never be unstable and tip over.
- DO NOT run power cords under rugs, carpets or furniture.
- DO NOT allow children to use or operate the heater without proper supervision or training.
- FUEL BURNING HEATERS ARE NOT ALLOWED.

TRASH DISPOSAL DURING THE HOLIDAYS

Starting from Thanksgiving through New Year, Americans produce 25% more trash than the rest of the year. We ask residents to properly dispose of trash and recycling.

Do's:

- Place closed trash bags in trash cans outside on the appropriate trash pick up days.
- If your building has a trash chute, use small to medium trash bags to thrown trash in. Make sure you tie your bag closed.
- Breakdown boxes before putting them outside on recycle pick up days.

Don'ts:

- Do not leave garbage out on the curb on non pick up days. The city will fine the landlord and the landlord will fine the resident.
- If your building has a trash chute, do not throw loose trash, food, boxes, glass, flammable items or holiday ornaments or decorations.

Have a questions about proper trash or recycling disposal?

Call CEC and we will be happy to help!

SUGAR COOKIES



Ingredients:

- ◆ 2 ¾ cups all-purpose flour
- ◆ 1 teaspoon baking soda
- ◆ ½ teaspoon baking powder
- ◆ 1 cup butter, softened
- ◆ 1 ½ cups white sugar
- ◆ 1 egg
- ◆ 1 teaspoon vanilla extract

Directions:

Step 1:

Preheat the oven to 375 degrees F (190 degrees C).

Step 2:

Stir together flour, baking soda, and baking powder in a small bowl.

Step 3:

Cream butter and sugar until smooth in a large bowl. Beat in egg and vanilla. Gradually blend in dry ingredients. Roll rounded teaspoonfuls of dough into balls, and place onto ungreased cookie sheets.

Step 4:

Bake in the preheated oven until golden, 8 to 10 minutes. Let stand on cookie sheet for 2 minutes before removing to cool on wire racks.

WINTER STORMS & EMERGENCIES

Fall and Winter weather can many times be unpredictable. One day can be beautiful and crisp while the next day can bring severe weather. It is always important to prepare for these situations because many times severe weather can cause extended electrical outages causing hazardous conditions during cold temperatures.

CEC will keep residents informed via phone, text and email about winter storm preparedness. In case of snow events, snow removal and salting will begin once the storm is finished. We ask all residents to use extreme caution when leaving their home prior to snow removal.

These are some steps everyone can take to prepare for an emergency.

1. Prepare an emergency kit. Include flashlights, first aid supplies, blankets, drinking water, batteries, canned food, list of emergency contacts including addresses, battery backup for medical devices, power bank for charging electrical devices.
2. Make an emergency plan. Have a plan of who to contact and where to go in case the emergency causes you to have to leave your house. Write the plan down and keep it on the refrigerator or a place that is easily accessible and visible.

WHAT IS A MAINTENANCE EMERGENCY?

We all know emergencies happen. One minute everything can be running smoothly and the next minute you can have a leaky faucet. It is very important to report all work orders to CEC so that a maintenance technician can be dispatched.

Step 1: Call CEC maintenance hotline 732-637-5189 Press 1

Step 2: Leave a message including your name, address, phone number and brief description of your maintenance issue.

Step 3: Wait for a CEC representative to return your call within 24-48 hours.

There are some work orders that take priority over others. Maintenance emergencies will take priority over non emergency requests.

What are maintenance emergencies?

- Fires– CALL 911 first and then call CEC.
- Leaks and running water
- Electrical outages affecting only your unit.
- No heat during heating season (Oct. 1– May 1)
- Smoke detectors not working
- Plumbing clogs and backups
- No hot water
- Air conditioning not working during heat wave

Lock outs are not emergencies. If you are locked out of your unit and a maintenance technician is not available, you will need to call a locksmith at your own cost. Damage caused to the lock or door will incur a damage charge.

Any damages caused by neglect or misuse by the resident and/or house guests will be charged to the tenant.

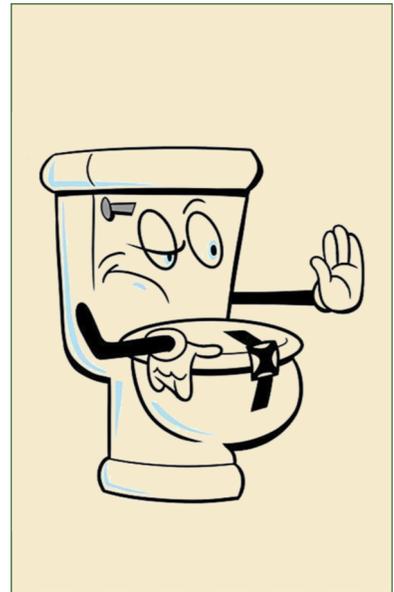
DON'T FLUSH TROUBLE

Plumbing clogs and back ups are a horrible headache, that can easily be avoided. It is important for residents to avoid flushing any items other than toilet paper.

What not to flush or pour down the drain.

- Wipes (Even if its says flushable IT IS NOT!)
- Paper towels and rags
- Tampons, sanitary napkins, condoms and diapers
- Grease (even if you pour soap or hot water down the drain)
- Solid food

If plumbing back ups become a recurring issue, the resident will be charged for the plumbing service.



Fun Fact: The North Pole is warmer than the South Pole

FIRE PREVENTION

There are also steps that should be taken to keep your home safe and avoid fires. Fall and Winter is when families enjoy the holidays. The holiday season comes with family gatherings, holiday decorations and a higher chance of house fires. Statistically, the chances of a house fire are higher in the fall and winter between 5pm and 8pm. There are very simple steps that can prevent house fires.

1. Always be cautious while cooking.
 - Never leave the stove or hot appliances unattended while cooking.
 - Keep paper products, potholders and other flammable materials away from the stove.
 - Avoid grease buildup on your stove, backsplash and rangehood fan by cleaning often.
 - Keep children and pets away from the stove and other hot kitchen appliances.
 - Never leave candles burning while you leave the house or go to sleep.
 - Tip- Instead of using candles for scenting the air, use wax warmers, oil diffusers or plug in air

fresheners.

2. DO NOT overload electrical outlets or extension cords.
3. Replace any string of lights that are frayed or worn.
4. Always leave Christmas tree lights off before leaving the house.

Tip:

Use a timer to automatically turn off your Christmas lights at night to save electric.

5. Use LED lights instead of incandescent lights. LED lights are brighter and use less energy.
6. Christmas Tree Safety and Disposal
 - If you opt for a real Christmas tree, remember to water it daily. Dry tree are extremely flammable.
 - Keep your tree away from heat sources such are heater vents, radiators, fireplaces, and space heaters.
7. NEVER use your oven or stove as a source of heat.
8. Always report maintenance issues immediately.



**Daylight Savings
Ends on
November 6, 2022.**

**Don't forget to set
your clocks back 1
hour.**

**Sleep in and enjoy an
extra hour of sleep!**

**If you are in crisis, feeling depressed,
anxious, stressed or overwhelmed
with life's circumstances,**

we can help.



Our Respite provides a professional, peer-operated alternative to hospitalization in a warm, supportive environment.

We are staffed 24 hours a day, 7 days a week by people trained in supporting others to transform a crisis into an opportunity for enhancing personal wellness and recovery.



Please call for more information about a Respite stay today:

Middlesex County (732) 354-4403

Essex County (862) 229-1401

Passaic County (862) 239-9896

or visit www.cspnj.org