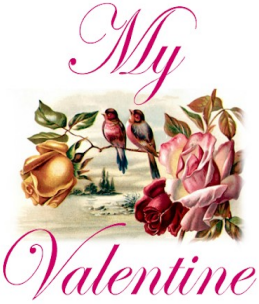


FEBRUARY 2019

**SPECIAL  
POINTS OF  
INTEREST:**

- Upcoming Events
- Resident Service



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# (THE VIEW FROM 524"



## From the Senior Manager, Joan Campbell, CPM

Dear Residents,

Happy Valentines Day to everyone, I hope you have a very sweet month!

### COLD WEATHER

We have had a very cold and wet winter so far. A few things to keep you warm would be; keep your blinds closed to keep the heat in; and layering your clothes. When going outside, remember to wear hat, scarf and gloves and thick socks to keep warm.

### COMPUTERS ON THE 1<sup>ST</sup> FLOOR

We now have a printer for the computers on the 1<sup>st</sup> floor. Please do not print an abundance of paper.

### RENT POLICY

Rent is due and payable by the 10<sup>th</sup> of the month, after the 10<sup>th</sup> there is a 5% late fee charged to your account. Anyone that doesn't pay their rent by the 11<sup>th</sup> will be filed in court and will then need to pay additional \$60 court cost. Please pay your rent on time. If you know you are going to have a problem paying you rent by the 10<sup>th</sup>, please come to my office to speak to me about this, otherwise, I will be filing in court on the 11<sup>th</sup>. NO EXCEPTIONS.

### NON-SMOKING POLICY

We now have a non-smoking policy at the Front Entrance; you can smoke on the Centre Street Side of the building. I appreciate how everyone has followed our new policy; it makes such a difference when walking in and out of the building. Thank you!

### MOUNT VERNON ASSOCIATION (MVBA)

MVBA will be hosting their monthly meeting on our 18<sup>th</sup> floor on Tuesday, March 19, 2019 at 7:30pm. Please feel free to attend and find out the latest and greatest information about the Mount Vernon area, it will be a very interesting meeting.

### GUEST

For those new residents that are having guest visit you please inform them that they are not allowed to use any of the common area without you present. Thank you.

### LIBRARY AND OUTSIDE GARDEN

To help keep our lobby and library clean, along with our garden (when the warmer weather arrives), we do not allow food or drinks in that area.

### SITTING AREA BY THE FRONT DESK

The sitting area by the front desk is to be used only by residents waiting for a ride or by visitors coming to the building that have an appointment with staff. Please use our lovely library to sit and enjoy the beautiful views of Mt. Vernon!

### FRONT DOOR ENTRANCE

Please make sure you use your access card to enter the building. I've noticed a lot of residents waiting for the front desk staff to let them in.

### CLEANING COMPANY

We have hired a cleaning company to clean our building. We have a lot of new beautiful things in our building and want to keep everything sparkling.

Joan

Happy   
Valentine's Day!

REMEMBRANCE



MARY'S CORNER

February is going to be a busy month for Eating Together. On Valentine's Day, February 14 we will be having a regular bingo from 11:00-12:00. Then we'll stop for lunch and resume after lunch. We will be closed on Monday February 18 to honor our presidents. Get a menu and make your choices of meals.

Our February 8 trip still has seats. We will be going to

Eastpoint Mall first for lunch at Hibachi Grill or in the food court. Shopping can be in side the mall at Burlington, Dollar Tree, J.C. Penny and other sites including the Dollar Jewelry Store and purse outlet. Gabe's (Clothing) the new site is outside. There are still seats available including one wheel chair space and remember the bus has a lift.

For March we will be trying two new sites. We'll lunch at

Rosarios's Italian and seafood restaurant on Pulaski Highway. We'll then go to Martin Plaza to Kohl's, Target, Dollar Tree and more. The preview for April is The Crazy Tuna and Second Avenue.

**We are so happy that so many of you have signed up for Eating Together. We need more of you for the trips. They are a lot of fun.**

Mary



February American Heart Month

Heart disease is the leading cause of death for men and women in the United States. Every year, 1 in 4 deaths are caused by heart disease. **To help prevent heart disease, you can:**

- Eat healthy.
- Get active.
- Stay at a healthy weight.
- Quit smoking and stay away from secondhand smoke.
- Control your cholesterol ("kohl-LEHS-tuh-rah") and blood pressure.
- Drink alcohol only in moderation.

**Am I at risk for heart disease?** Everyone is at risk for heart disease. But you are at higher risk for heart disease if you:

- Manage stress.
- Have high cholesterol or high blood pressure
- Smoke
- Don't get enough physical activity
- Don't eat a healthy diet

Your age and family history also affect your risk for heart disease. Your risk is higher if:

- You are a woman over age 55
  - are a man over age 45
  - Your father or brother had heart disease before age 55
  - Your mother or sister had heart disease before age 65
- But the good news is there's a lot you can do to prevent heart disease.

Maintenance News Robert Pattison, Supervisor

February is here and we're in the middle of winter. The heat system is working well. Issues with individual thermostats are being resolved as they arise. If you have any questions or concerns about the system in your apartment, ask Bob Pattison.

Even though the building remodel has been completed, further

improvements will continue to be made as we gain more experience with the new equipment. Your patience is greatly appreciated.

For those of you that may want to get rid of any unwanted items in your apartment, please contact maintenance for assistance. We will haul these items directly out of the building for disposal without obstructing the trash rooms. And please remember that all trash must be placed in plastic bags before being



placed into the trash chute. Remember, if you need a repair within your apartment, please contact the front desk personnel to have a maintenance request filled out. We'll do our best to take care of these issues as soon as possible. Once again, thanks for your patience.

Bob Pattison



# Resident Services, Sheila P. Alderman, Resident Services Coordinator



## Honoring our Westminster House Volunteers (WHV)

On Friday, January 18th, we honored our WHV. Our volunteers are


very special, dedicated and loving individuals. Give a shout out to our honorees:



## Westminster House Apartment Intercom

This is the in-house telephone system. It allows you to call the Front Desk and talk directly to reception personnel.

### To call the Front Desk

1. Press the bell icon 
2. You will hear the phone ring
3. When someone answers, press the talk button once (do not hold the button).
4. When finish call, press the talk button once again.

### To receive a call from the Front Desk

1. Press the talk button once Front Desk will pick up
2. You can now speak
3. To hang up just push talk

## Social Security

You should have received a statement of 2018 income from Social Security last month. This statement is called a 1099. Also, you should receive a statement of your (2019) income. Please make sure you hold on to these statements because you will need it as proof of income for many future reasons.

## 2019 Renter's Tax Credit Refund

Applications or Renter's Tax Credit Refund is in the mail. Eligible participants will need the following documents to file for a refund.

1. **2018** Award letter, 1099, W2, or Income Statement(s)
2. 2018 Lease Agreement
3. Social Security Card
4. Picture ID

Individuals who need assistance with completing their application can schedule an appointment with me in my office any Fridays during this month of February between 2:00 pm and 4:00 pm. Please make sure you give Jennifer adequate time to obtain requested copies of or if you schedule an appointment with me, I will obtain the necessary papers from Jennifer on your behalf.



Sheila

## RSC UPCOMING EVENTS

2/12	Md. Food Bank Distribution	3:00 pm
	Mondays-Shoprite Order	2:00 pm
	Tuesdays-Walmart Trip	11:30 am
	Tuesdays-JHSN Visit	11:30 am
	Wednesdays-Fall Prevention Classes	1:00 pm
	Thursday-Shoprite Delivery	3:00 pm



## COMING ATTRACTION



Starting March 6 Living Well of Center Excellence will host a 6 weeks class on the Care for Diabetes at Westminster House. It's going to be very extensive, interesting and fun. Sign up in the Resident Service Coordinator's office today. Claim your seat.



### **FEBRUARY'S BIRTHDAY CELEBRATION**

- |                  |                  |
|------------------|------------------|
| Joseph Webb      | Mary Gray        |
| Roy Hairston     | Mary Hayes       |
| Freddie Glover   | Larry Wilson     |
| John Dungan      | Rolf Engelhardt  |
| Robert Green     | Jeanette Glover  |
| Ronald Krueger   | Charles Payne    |
| Marcia Russell   | Eldgrige Branch  |
| Sharon Rice      | Dorothy Williams |
| Geraldine Holley | John Wortham     |



**Westminster House Apartments**  
**524 N. Charles Street**  
**Baltimore, Maryland 21201**  
**(In Historic Mount Vernon)**

**Phone: 410-837-0180**  
**Fax: 410-685-4991**  
**Website:**  
**[www.westminsterhouseapts.org](http://www.westminsterhouseapts.org)**

If your name is not listed above, please forgive us as we try to update our listing....we sincerely wish you have a very Happy Birthday. Also!!!, please advise us if you do not want your name included in future newsletters.

### **SICK AND SHUT Ins**

Please make sure you appeal to these individuals. For we are all members of Westminster House and we are family.

Compassionate condolences are extended to all the family and friends of those we lost recently.

### **COMPLIANCE UPDATE, JENNIFER COCO**

## How long should you keep documents?

It's often confusing to know how long to keep documents and when it's safe to get rid of them. Some things you'll need to hold on to for your whole life and others for just a few months.



### **Store permanently: tax returns, major financial records**

Your lease(s), Housing Authority information and income statements (social security, veteran benefit statements, pension statements) should be kept in a separate folder or file.

Your tax returns are also important documents to keep as part of your financial history. Additionally, it's a good idea to hold onto records of major financial events such as legal filings or inheritances.

### **Keep for 3-7 years: supporting tax documentation**

Depending on your filing circumstances, the IRS may be able to ask you for supporting documentation for three to seven years after you file a return. Knowing that, a good rule of thumb is to save any document that verifies information on your tax return—including Forms W-2 and 1099, bank and brokerage statements, tuition payments and charitable donation receipts—for three to seven years.

### **Store for 1 year: regular statements, pay stubs**

Keep either a digital or hard copy of the past year's-worth of your monthly bank and credit card statements. You should also hold on to pay stubs so that you can use them to verify the accuracy of your Form W-2 when tax season arrives.

### **Keep for 1 month: utility bills, deposit and withdrawal records**

Your utility, cable and cell phone bills can be disposed of soon as you verify your payment was processed. You can also dispose of bank withdrawal and deposit slips after verifying them with your monthly statement.



We would like to welcome our newest resident to Westminster House

Vivian Johnson

**-Jen Coco-**