# MARCH 2021 /SSUE





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# From the Senior Manager, Joan Campbell, CPM



Dear Residents.

Happy Spring! I know everyone is incredibly happy to be rid of this past winter and 2020. We the First Day of Spring, and St. Patty's Day this month! We are hoping to get our garden looking pretty very soon. We know how much everyone enjoys the beautiful flowers and sitting outside getting some sunshine!

#### **VACINNE UPDATE:**

Most of our residents have received both of the vaccines, CVS will be coming back in March for anyone that needs their final shot. I would like to thank the volunteers that helped get things organized when CVS was here, we are very thankful for their help. And thank you Mimi for keeping on top of everything to make this happen!

#### COMMON AREA

We are now hoping to start opening common area's back up again so everyone can start enjoying being out of their apartments. MASKS will still be required in all common area, along with practicing social distancing by staying at least 6 feet away from others. The library and the 18<sup>th</sup> floor will now be open for you to enjoy. Please do not move chairs or re-arrange any of the furniture. It is placed as required to keep everyone safe.

#### FRONT DESK

We have promoted Shana Allen to be our Front Desk Administrator. She will be working Monday through Friday 8am to 4:00 pm. This will help to create some consistency at the front desk.

#### PACKAGE PICK-UPS

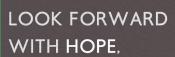
If you are requesting someone else to pick up a package or medicine from the front desk— The request MUST be in writing. We will not release a package or medicine to anyone, other than the addressee, without the request in writing.



MARCH 2021







NOT BACKWARDS WITH REGRET.

WWW.LIVELIEE HARRY COM





#### Maintenance News Jeffrey Knox, Supervisor

March is here and we're all looking forward to spring and warmer weather.

We are reminding residents again not to use the stove for heat. Do not leave the oven door open or leave the burners on. It is a severe fire risk, and causes damage to your stove/oven.

We have several residents who are blocking the inside of their doorway with bars or chairs. In the event of an emergency, we will not be able to access your apartment. Please do not barricade the door. Use your deadbolt to secure your apartment door.

We continue to have issues with residents overfilling the detergent in the washing machines. Please follow the detergent instructions on the machines or on the walls in the laundry room. Over-filling the machines is causing them to clog and be placed out of order.

Work orders must be submitted to the front desk. Please do not wait until the

end of the day to submit a work order. Non-Emergency Work orders submitted after 2:30 PM will be reviewed the following day.

Extermination concerns must be submitted to the front desk by Thursday to be treated on Friday. We are not able to add apartments to the list on Friday morning.

We appreciate your cooperation and understanding



Jeffrey

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## Resident Services, Mimi Kelly, Resident Services Coordinator

The second COVID clinic was held in February. Between the clinics and people who received their vaccines at their doctor's office/hospital and the Veteran's Administration, we are well over half of our residents receiving the COVID vaccine. The final clinic here will be held on March 10. This will be a follow up for those who were unable to receive their second vaccine. Please make an appointment with me to fill out the second form necessary for the second shot. More details will follow.

### **Pantry Items**

There is a small area in my office which house some pantry items such as boxed milk, cereal, raisins, rice, canned goods and containers of beef stew from the Maryland Food Bank.

Appointments are recommended to pick up these

#### **MTA**

MTA is provides a program named "Call A Ride". This program does not limit the amount of rides a person can take in a day. The old program did limit rides to two per day. If you want information about this program, please call me for an appointment.

#### **Trips**

There has been a lot of interest in trying to resume shopping trips. Some of the possibilities continue to be Canton Crossing and the Southside Shopping Center. Interested volunteers please contact me so we can plan some trips/dates.

#### **Social Security**

\_By now, you should have received a statement of 2020 income from Social Security. This statement is called a 1099. Also, you should have received a Benefit Statement of your (2021) income showing an increase. Please make sure you hold on to these statements for future needs as proof of income.

### 2020 Renter's Tax Credit Refund

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

- 1. <u>2020</u> Award letter, 1099, W2, or Income Statement(s)
- 2. 2020 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. Please make sure you give Jennifer adequate time to obtain requested copies of your paperwork or if you schedule an appointment with me, I will obtain the necessary papers from Jennifer on your behalf.



#### RSC UPCOMING EVENTS

Tuesday-Baltimarket Order 2:00 pm Tuesdays-Walmart Trip 11:30 am

Thursday-Shoprite Delivery

Varies

Food Bank Delivery: March 9th

Time Varies

grocery items.

Daylight Savings Begins Sunday March 14th



#### **Baltimarket**

It offers 5% discount on your grocery bill, and an opportunity to have healthy foods delivered to you (fruits, vegetables, fish, poultry, water) without a delivery charge (with \$10 Minimum Purchase).

Please keep in mind that all order must be in by 2:00 pm on Tuesdays. Any orders placed after 2:00 pm and is successfully filled, will have to pay the delivery charge. This rule is under the Baltimarket Program with the Baltimore City Health Dept. and not ShopRite or Westminster House.

To ensure you get what you want, when placing your orders, please make sure you write legibly, include page numbers if item is in the circular, quantity, and specific type of item(s). For example, if you are ordering ice cream, specify the quantity and the flavor: vanilla, chocolate, strawberry, etc.

If you have any concerns about your order please see me.

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#### MARCH'S BIRTHDAY CELEBRATION

Anna Lohrmann Helen Wallace
Belinda Guess Scott Verzier
James Lowery Celia Madison
Ivy Anderson Theodore Gregory
William McCormick Joan Brooks

Jordan Crosby Marguerite Streater
Wandra Jackson Renee Gross
Barry Leonard Ellen Nagle
Harold Wallce Larry Mack

Eleanor Broadway

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.

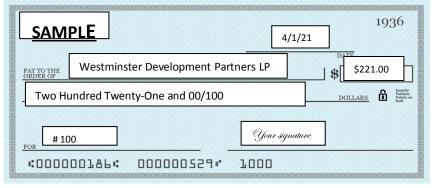
COMPLIANCE UPDATE, JENNIFER COCO

# Rent Processing Errors

At this time, the only payment methods available are check or money order. We do not accept cash payments for any fees in the office. You may contact your bank to inquire about how to set up an automatic payment.

We continue to receive checks or money orders that are filled out incorrectly and would like to remind you that payments should **ALWAYS** be made payable to **WESTMINSTER DEVELOPMENT PARTNERS LP**.

You have the option to leave the pay to field blank, and we would be happy to stamp the check or money order for you.



When completing your check or money order, please make sure the following are correct BEFORE you put the check in the drop box: the date, **your apartment number**, and the dollar amount. If your apartment number is not written on your payment, it could possibly be misapplied to the wrong account. When you are writing a check, please make sure the dollar amount in the box matches the dollar amount written out.

We will continue to call if there is a problem with your payment.

Please stop by the Compliance Office if you have any questions.

