

MARCH  
2024  
ISSUE



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# “THE VIEW FROM 524”



From the Senior Manager, Jennifer Coco, ARM, COS, BOS, TCS

Dear Residents,

As March unfolds and we embrace the vibrant greens of spring, it's time to add a touch of Irish joy to our days! St. Patrick's Day is just around the corner, and we're excited to share the luck and laughter with each and every one of you.

## EASTER- HOLIDAY DINNER

We will be providing Easter Dinner this year catered by Charm City Kitchens. There will be a flyer sent with additional information on menu items. Please remember that you need to notify the front desk of your meat choice no later than Tuesday March 19th. Don't miss out on this opportunity to enjoy an Easter Dinner that's not only delicious but also hassle-free

## ACCESS CARDS

Please remember that all of our residents are required to use your access card at the front door. Please remember to bring your access card with you and have it out and available at the front door. Please do not stand at the door waiting for the Front Desk to open the door for you.

## EMERGENCY PULL CORDS

The emergency pull cords in your bathroom and bedrooms should NEVER be taped or tied up. Your pull cord MUST be left hanging and should not be blocked by furniture or other items.

## TRASH IN RAILINGS

It has come to our attention that some residents have been using the hand railings as impromptu trash receptacles. We understand that accidents happen, but we kindly request that you refrain from disposing of any trash in the hand railings.

-Coco



# St. Patrick's Day

## Word Search Puzzle

G M Q M J E P O J Z H K H C  
 Y R C E L E B R A T E G W D  
 V J E P O T P H N K O Z E T  
 J D U E A X I O G L C F P P  
 I V N V N I P R O V O F A A  
 M A G I C U E S L Z I X Y T  
 G E A N F A O E D R N U X R  
 O K M A R C H S W X S D E I  
 O L E P R E C H A U N V S C  
 D D X K R Q A O C H O F H K  
 L N Y F S Y P E N L J S J F  
 U M V Q J Y T N C S U Y J J  
 C R D V W A G I R E L A N D  
 K P B Q H N R A I N B O W U

- |            |        |           |           |
|------------|--------|-----------|-----------|
| POT        | CLOVER | CELEBRATE | HORSESHOE |
| PIPE       | MARCH  | GOOD LUCK | GOLD      |
| LEPRECHAUN | HAT    | COINS     | RAINBOW   |
| PATRICK    | MAGIC  | GREEN     | IRELAND   |



### Maintenance News Jeffrey Knox, Supervisor

Please do not force objects into the elevators doors once they begin closing. Using hands, canes or wheelchairs to hold open the doors are damaging the doors. This is a safety concern. Please wait for the doors to close fully and wait for the next elevator.

We have noticed that a few residents are dragging trash bags down the hallway to the trash room. This is causing unsightly stains in the carpet. Please carry

your trash bags to the trash chute.

Spring Filter changes and inspections have been scheduled to begin March 5th and will be conducted per floor. We are expected to complete filter changes by March 26th. A separate notice will also be distributed.

Please remember to submit work orders to the front desk and to submit them as soon as you notice an issue. Please do not wait until the end of the

day to submit your work orders, this will cause a delay in scheduling. Only Emergency Work Orders are started after 2:00 PM.



- Jeffrey Knox



# Resident Services, Lavelle Webb, Resident Services Coordinator

## Medical Leave

I will be out of the Office beginning Tuesday March 5, 2024 and will have an ESTIMATED date of return as Monday April 15, 2024. Eating Together will continue on the 18th Floor as scheduled and Food Bank Distribution will continue in the Library.

Please contact the Compliance Office if you need shelf items from the food pantry while I am out of the office.



## TAX PREPARATION

Cash Campaign of Maryland will be at the Enoch Pratt Central Library again this year completing taxes. Please call 410-234-8008 M-F 9am-2pm to make an appointment. Resident Services DOES NOT assist with individual tax returns.

**Social Security**  
 You should have received a statement of 2023 income from Social Security last month. This statement is called a 1099. Also, you should receive a statement of your (2024) income. Please make sure you hold on to these statements because you will need it as proof of income for many future reasons.

## 2024 Renter's Tax Credit Refund

Applications for Renter's Tax Credit Refund should be in the mail (They will NOT be available until the end of February) Eligible participants will need the following documents to file for a refund.

1. **2023** Award letter, 1099, W2, or Income Statement(s)
2. 2023 Lease Agreement (or ledger)
3. Social Security Card
4. Picture ID

***Individuals who need assistance with completing their application can schedule an appointment with me in my office after I return from leave.***

***The deadline to apply is not until September– you have time.***

## RSC UPCOMING EVENTS

- 3/11 Md. Food Bank Distribution
- 3/17 Happy St. Patrick's Day
- 3/19 First Day of Spring
- 3/28 Easter Meal Distribution
- Tuesdays-Walmart Trip  
10:30 meet in Library





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

Phone: 410-837-0180  
Fax: 410-644-4575  
Website:  
[www.westminsterhouseapts.com](http://www.westminsterhouseapts.com)

## **FEBRUARY’S BIRTHDAY CELEBRATION**

|                         |                               |
|-------------------------|-------------------------------|
| <i>Anna Lohrmann</i>    | <i>Cynthia Pinder Sykes</i>   |
| <i>Daniel Darago</i>    | <i>Patrick Hayes</i>          |
| <i>Belinda Guess</i>    | <i>Mollie Jackson Woodson</i> |
| <i>James Lowery</i>     | <i>Arthur Lanier</i>          |
| <i>Barry Leonard</i>    | <i>Renee Gross</i>            |
| <i>Eleanor Broadway</i> | <i>Martin Cumberland</i>      |
| <i>Helen Wallace</i>    | <i>Ellen Nagle</i>            |
| <i>Scott Verzier</i>    | <i>Larry Mack</i>             |
| <i>Celia Madison</i>    | <i>Delores Garrett</i>        |



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.

**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, 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.

