

THE NEW STELLA WRIGHT HANDBOOK





Dear Tenant:

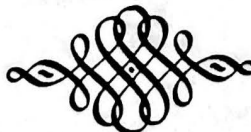
The Stella Wright Tenant Association Management Corporation welcomes you and your family to the Stella Wright Homes. We wish you Love, Peace and Happiness.

This guide has been prepared to help you in answering questions you may have and in explaining what you may expect from us as well as what we expect of you. As it is part of your lease, it is important that you read it carefully and understand it thoroughly.

We know that you will respond to our request and suggestions, and we hope that in turn you will feel free to give us your own ideas of how we may be of help to you.

Sincerely yours,

STELLA WRIGHT TENANT ASSOCIATION
MANAGEMENT CORPORATION



"INTRODUCTION"

THE NEW STELLA WRIGHT ! ! ! !



A dream, a desire, and a hope for poor but dignified tenants and prospective tenants. From its meager beginning in 1960, those of us who were forced from our homes due to urban renewal policies of the City fathers have continued to keep our residency in spite of the continual deterioration of our community. In spite of the rise of crime due to the lack of police protection and unconcern on the part of other City agencies, we appealed to the Newark Housing Authority for a solution to our plight. However, due to an unenlightened Agency and unconcern and ignorance to our needs, we received no satisfactory response. Thus, in April, 1970, under the dynamic leadership of our President, Toby Henry, we underwent a long but effective rent strike. However, a new era of cooperation has come about with the Newark Housing Authority because of the strike. RESULTS—Today we can offer you—the public—the assurance of a NEW STELLA WRIGHT. Under the proposed Stella Wright Tenant Management Corporation, we offer tenant involvement in all aspects, i.e., socially, economically, educationally and politically of our community—knowing that our power and success lies along these lines.

WE WELCOME YOU TO YOURS AND OURS
THE NEW STELLA WRIGHT

Thank you,
STELLA WRIGHT TENANT ASSOCIATION

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OUR MANagements ARRANGEMENTS

Our Management Office is located at 159 Spruce Street. Our office is open from the hours 9:00 A.M., to 4:30 P.M., Monday through Friday. The telephone number is 622-1030, Ext. 437. Our office staff includes:

OFFICE PERSONNEL

RESIDENT MANAGER:
Mrs. Lynn King

TENANT SELECTION INTERVIEWER:
Mrs. Nellie Wilson

SOCIAL SERVICE DIRECTOR:
Ms. Almetia McKie

FIELD REPRESENTATIVE:
Mrs. Marsha Mitchell

HOME MANAGEMENT AIDE:
Ms. Josie Johnson

CASHIER CLERKS:
Mrs. Elsie Hawkins
Ms. Jill Branch

MAINTENANCE CLERKS:
Mrs. Carolyn Moore
Ms. Annie Boyd

HOUSING MANAGERS:
Mr. Herbert Carter
Ms. Dorian Sanders

PRINCIPAL BOOKKEEPER OPERATOR:
Mrs. LaVerne Clifton

MAIL ROOM ATTENDANTS:
Mr. Jasper Chatman
Mr. William Franks

BUILDING DIRECTORS

Ms. Bobbie Barber, 77 Montgomery Street

Ms. Mary Branch, 232 Prince Street

Ms. Emma Carter, 85 Waverly Avenue

Ms. Emma Derios, 280 Prince Street

Ms. Lucinda Fenner, 160 Spruce Street

Mrs. Florina Frost, 260 Prince Street

Mrs. Joan Tutler, 83 Waverly Avenue

Ms. Naomi Good, 79 Montgomery Street

Ms. Margaret Grimes, 178 Prince Street

Ms. Blanche Hunt, 254 Prince Street

Mrs. Elaine King, 198 Prince Street

Ms. Martha Maxwell, 158 Spruce Street

Ms. Helen Townes, 212 Prince Street

Ms. Queen Troy, 234 Prince Street

MAINTENANCE DEPARTMENT

Armstrong, John — Night Watchman	Middleton, Elbert — Steamfitter
Brown, Jesse — Fireman	Mitchell, Edward — Laborer
Bruton, Robert, Sr. — Maintenance Repairman	Monk, Louis — Maintenance Repairman
Carney, Clyde — Laborer	Moore, Horace — Laborer
Cesareo, Anthony — Stock Clerk	Morton, Robert — Laborer
Chelis, Bernie — Electrician	Murphy, Kenneth — Laborer
Davis, Samuel — Night Watchman	Mullen, A. — Laborer
Davis, Cornelius — Painter	Padden, Thomas — Electrician
Early, Acie — Laborer	Peacock, William — Laborer
El, Amos — Fireman	Ridley, Lloyd — Laborer
Good, Grover — Laborer	Sharkey, Tom — Electrician
Green, Sammie — Laborer	Shipley, Gregory M. — Laborer
Johnson, Larry — Laborer	Sibio, Joe — Plumber
Jones, Charles — Laborer	Simmons, Charles — Laborer
Luyando, Jose — Laborer	Turpin, John — Maintenance Repairman Foreman
Mack, Lonnie — Laborer	Vasquez, Pascal — Laborer
Martinez, A. — Laborer	Vega, Americo — Laborer
Laulsby, Hilton — Fireman	White, Floyd — Exterminator
McLaurin, John — Laborer	Wilson, Franklin — Laborer

NEWSLETTERS AND MEETINGS

The Stella Wright Tenant Association and Management publish News Bulletins at regular intervals and distribute these Bulletins to all Residents. We try to include in it new regulations, services, available reports from Management and the Committees and other items of interest to all Residents. In order that you be aware of what is going on here at Stella Wright Homes, we urge you to please read your copies of these Newsletters as you receive them.

MEETINGS

The Stella Wright Tenant Association has an open meeting once per month at the Tenant Room, 254 Prince Street, 1R. All Residents are urged to attend these meetings. The Tenant Room is open Monday through Friday. Feel free to come and get acquainted with our Officers of the Stella Wright Tenant Association.

There will be a regular building meeting once per month held by the Building Director in your building. Please attend these meetings. Your Building Director will have important information for you.

CHILDREN

In being a good neighbor, it is requested that parents watch their children and exercise more control over their conduct and activities. Children will be children, and they must play, but, it is the parent's responsibility to see that their children's playing does not turn into intolerable, unbearable noises that annoy your neighbors.

PETS

Because of the construction of Stella Wright Homes and the close proximity in which residents live next to each other, dogs, cats and other domestic animals are not permitted.

LEASE

Your lease is important. It is an agreement between you and the Housing Authority. Be sure to read it carefully. If you are familiar with the lease and this handbook, there is little likelihood to have a misunderstanding. If you have questions about any part of your lease or handbook, please consult the Manager. Tenants must abide by transfer procedures, rental policies, and all other rules and regulations specified in the lease.

PAYMENT OF RENT

Your primary obligation to your family is to provide them with a place to live. Therefore, your first financial obligation is to pay your rent on time.

Your rent must be paid during the first nine (9) days of the month. The Cashiers at the Management Office are the only persons authorized to accept your rent. You will be given a machine receipt.
DO NOT PAY YOUR RENT TO ANYONE ELSE.

RENT EXTENSION

Sometimes during the year, it may become necessary for you to contact the Manager to request a rent extension. Rent extensions are a privilege and should be treated as such. The Manager will grant rent extensions for good and sufficient reasons, during the first five (5) working days of the month. However, to receive a proper rent extension, it must be in writing on the specified Agreement Form available at the Manager's Office and signed by both you and the Manager.

MOVING IN

When the tenant moves into an apartment in Stella Wright Homes, he/she will be furnished with a written statement which will clearly point out the condition of the apartment before he/she signs the lease for that apartment and moves in. This statement will be in the form of an apartment inspection sheet or check list, and the tenant and a TMC staff person will jointly inspect the unit and sign the inspection sheet. All conditions in need of repair that are found during this inspection will be given to Maintenance in the form of "new tenant work orders."

At initial occupancy, each tenant will be provided with a refrigerator and gas range, which will be in good working condition, hot and cold water, electricity, heat, window shades and screens, without any additional charge.

MOVE OUTS

Each tenant is required by his lease to provide the Stella Wright Tenant Management Corporation with a fifteen (15) day notice of an intent to vacate or move out of his/her apartment. This also applies to those tenants who are being transferred to another Public Housing Project.

ANNUAL REVIEW

Once each year, all tenants are required by law and Federal regulations to make a new application for continued occupancy. For your annual re-examination, you will receive a letter from your Manager making an appointment to come to the rent office to renew this application. At that time our Manager will discuss changes in family composition or income that may have occurred during the past year, or that may be anticipated during the coming year.

GRIEVANCE PROCEDURES

All tenants have a right to file a "Tenant Grievance" request whenever he/she feels that he/she has been misused by the Manager or Management staff and has not reached satisfaction.

The Grievance must be in writing and given to the Grievance Committee for a hearing, three (3) days after the incident and complaint. If a satisfactory solution has not been reached, the tenant has the privilege of requesting a hearing with the Housing Authority Grievance Committee through the Management Office.

EVICCTIONS

Serious violations of any rules in this Handbook are grounds for eviction. Some other grounds for eviction are as follows:

- (a) Tenant using an apartment for a place of commercial business instead of a living unit.
- (b) Sub-letting or leasing his apartment.
- (c) Having unauthorized persons living in the unit.
- (d) Serious, intentional destruction of his apartment or Housing Authority property.
- (e) Serious interference with the rights of other tenants.
- (f) Involvement in the sale or use of drugs and narcotics.
- (g) Discharging a firearm.
- (h) Refusal in signing your lease within a specified period of time (30) days.
- (i) Refusal in paying rent or to make arrangements to realistically reduce any outstanding previous balance.

OVERCROWDING TRANSFER

Resident must restrict the number of persons occupying an apartment. Only persons listed on the occupancy agreement and application are considered as authorized occupants. If the number of persons in your family increases or decreases after you move in, these changes must be reported to the Management Office. An apartment of the proper size for your family will then be assigned as soon as one is available.

BUSINESS

Your apartment is to be your home, not your office. Therefore, no one is permitted to operate a business in it. **No advertising signs, PLEASE.**

YOUR MAILING ADDRESS

In giving your address to friends, stores and others, be sure to include your street address, apartment number and zip code. If you are moving in, don't forget to notify the Post Office of your change of address.

UTILITIES

All cost of utilities, except for those utilities emanating from use of major appliances not permitted in the lease, are included in your rent (heat, gas, electricity, hot and cold water), but use them in moderation.

LOCKED OUT

Occasionally, you may find you have lost your key or locked yourself out of your apartment. Please contact your Building Director, who in turn will contact our Maintenance Department. There is a person there on duty at all hours. The schedule of charges is enclosed in this booklet.

INSPECTION OF APARTMENTS

Within a few weeks after you move in, a staff member will call at your apartment to see how you are getting along. At that time suggestions will be offered that may be of help to you in taking care of your new home. We hope you will feel free to ask any questions that may have come to your mind since you moved in. In addition to this welcoming visit, a member of the staff may be calling at your apartment at least once a year. The Tenant Management Corporation is required to do this in order to be sure that adequate health and housekeeping standards are being maintained. He/she will send you a letter several days in advance telling you when she/he plans to visit your apartment.

WHEN YOU ARE AWAY

If you are going away for three (3) days or more and your apartment will be empty, tell your BUILDING DIRECTOR at once before you leave.

Give us a telephone number or the address of a friend we can call in case of an emergency. Be sure to lock the windows, turn off the lights, and shut off the faucets and gas range.

HOW TO CARE FOR EQUIPMENT

You will enjoy your apartment more if you give the right care to your plumbing, fixtures, refrigerators, stove and other equipment. You will also relieve us of the painful necessity of charging you for repairs or replacements that could have been avoided by following these suggestions. Please read them carefully. They will save money for you and grief for us.

MEDICINE CABINET

Clean the mirror by washing with mild soap and drying thoroughly.

BATHROOM FIXTURES

Use only a damp cloth to clean. Never use a metal polish because it will ruin the chrome finish.

BATHTUB

Clean with soap powder or a mild detergent. Ajax and Comet can also be used.

SINK

The sink should be cleaned with a soap powder or ammonia, Ajax or Comet cleanser. **Empty grease and coffee grounds into the garbage or both will clog the drain.**

RANGE

To clean the enamel, go over daily with a dishcloth. The broiler trays and racks easily remove for washing. If grids and burners get greasy, lift them out and soak. Scrub them in hot water and baking soda (mild detergent). When you clean your stove, be careful not to disturb the automatic control for oven temperature.

REFRIGERATOR

Your refrigerator won't work unless you defrost it once a week or whenever the ice gets to ¼" thickness.

1. Turn dial to defrost.
2. Wait — probably 2 or 3 hours until ice has completely melted.
3. Empty water from defrosting tray.
4. Wash inside of refrigerator with solution of 2 tablespoons of washing soda to 1 quart of warm water.
5. Reset dial to normal position.

NEVER USE A SHARP TOOL, LIKE AN ICE PICK, TO REMOVE ICE.

GARBAGE AND INCINERATORS

All garbage must be put into incinerators and not left on the hallway floor. All items that cannot fit into the incinerators must be taken to the basement.

Please notify the Building Director so he/she can notify the Maintenance Man to properly dispose of garbage.

HORN BLOWING

All residents are asked to avoid blowing horns unnecessarily. Please be considerate of your fellow residents. Horn blowing should never occur, telephone ahead of time or use the intercom system.

YOU AND YOUR NEIGHBORS

Life in any neighborhood can be satisfactory, only if certain basic responsibilities are satisfied. All of us expect simple courtesy from our neighbors, and all of us should be willing to practice that. They make life happier and more pleasant.

If you have a party, enjoy it, but remember your sleeping neighbors won't enjoy it secondhand. **They have a right to peace and quiet.** So, please, not too loud and not too long; certainly, no later

than midnight. Don't allow your radio or T.V. set to blast forth at any time. Your neighbor may work at night or his/her child may take a nap in the afternoon. Tastes differ in music or in T.V. as well as in food and dress.

FAMILY SIZE

The Stella Wright Tenant Management Association wants to give every family enough living space. The minimum and maximum apartment space is as follows:

2 Rooms _____	1 or 2 Persons
3 Rooms _____	2 or 3 Persons
4 Rooms _____	3 to 5 Persons
5 Rooms _____	5 to 7 Persons
6 Rooms _____	7 to 9 Persons
7 Rooms _____	9 to 11 Persons

Report to the Management Office immediately whenever your family increases or decreases in size in order that you be provided with the space you need. (Remember, a larger apartment will not cost you anything extra, unless your income increases.) Only the persons named in your lease are permitted to live in your apartment.

CALCULATIONS OF INCOME USED TO DETERMINE ELIGIBILITY AND RENT

TOTAL FAMILY INCOME:

Less:

- 10% (For elderly family or person)
- 5% (For non-elderly family or person)
- Extraordinary Carefare and Work Costs
- Extraordinary Medical and Nursing Care
- Extraordinary Child Care Costs

NET INCOME:

INCOME USED TO DETERMINE
ELIGIBILITY FOR ADMISSION

INCOME USED TO DETERMINE
ELIGIBILITY FOR CONTINUED
OCCUPANCY

HOUSING AUTHORITY OF THE CITY OF NEWARK

AR Form # 3

VERY IMPORTANT: READ INSTRUCTION SHEET CAREFULLY BEFORE FILLING OUT APPLICATION

TENANT'S CERTIFICATE AND APPLICATION FOR CONTINUED OCCUPANCY

Office Use ONLY	Acct. #	_____
	Bedrooms	_____
	Date Admitted	_____
	Application:	_____
	Date sent out	_____
	Date returned	_____

1. TENANT:
2. FAMILY COMPOSITION: (List all persons who have lived in your apartment in the last 12 months)

	Name		Relationship to Head	Age	Date of Birth	Soc. Sec. No. if 18 or over	If in school, List name of sch.	Employed Yes/No	Away Yes/No
	First	Last							
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

Telephone # _____ Automobile: Lic.# _____ Make _____ Yr. _____

In case of emergency: Notify: Name _____ Address _____ Phone# _____

Are any members listed above veterans or service men? _____ If yes, which members? # _____, # _____, # _____

3. EMPLOYMENT: (List all persons who have worked in any capacity full or part time during the past 12 months)

Name of Worker	Date Employed From -- To	Names & Addresses of Employers (List each employee separately)	Base Hrs. Hourly/Overtime		Tot. Earned
			Per Wk	Wkly pay/Bonus/Tips	

Do you or any of your relatives own an interest in the firms listed above? _____

4. OTHER INCOME DURING THE PAST 12 MONTHS (You must report all other incomes received)

SOURCE OF INCOME AND TYPE	Date Recieved BY From -- To	Am't. Rec'd Weekly Semi-Monthly Monthly	SOURCE OF INCOME AND TYPE	Date Recieved BY From -- To	Am't. Rec'd Weekly Semi-Monthly Monthly
Aid to Dependant Child			Retirement Pension Source:		
SSI (Blind)			Ins. Death Benefits Source:		
SSI (Old Age)			Workmen Comp.		
SSI (Disabled)			Alimony Support		
Social Security			US Allotment		
VA Death Benefits			OTHER Source:		
VA Disability			Public Welfare (City)		
UCC					
Total			Total		

5. EXTRAORDINARY DEDUCTIONS (See Instructions)
- NOTE: No Extraordinary Deductions will be allowed without verification

AMOUNT \$	EXPLANATION

CERTIFICATION

NOTE: WILLFUL MISREPRESENTATION WILL BE CAUSE FOR NOTICE TO VACATE.

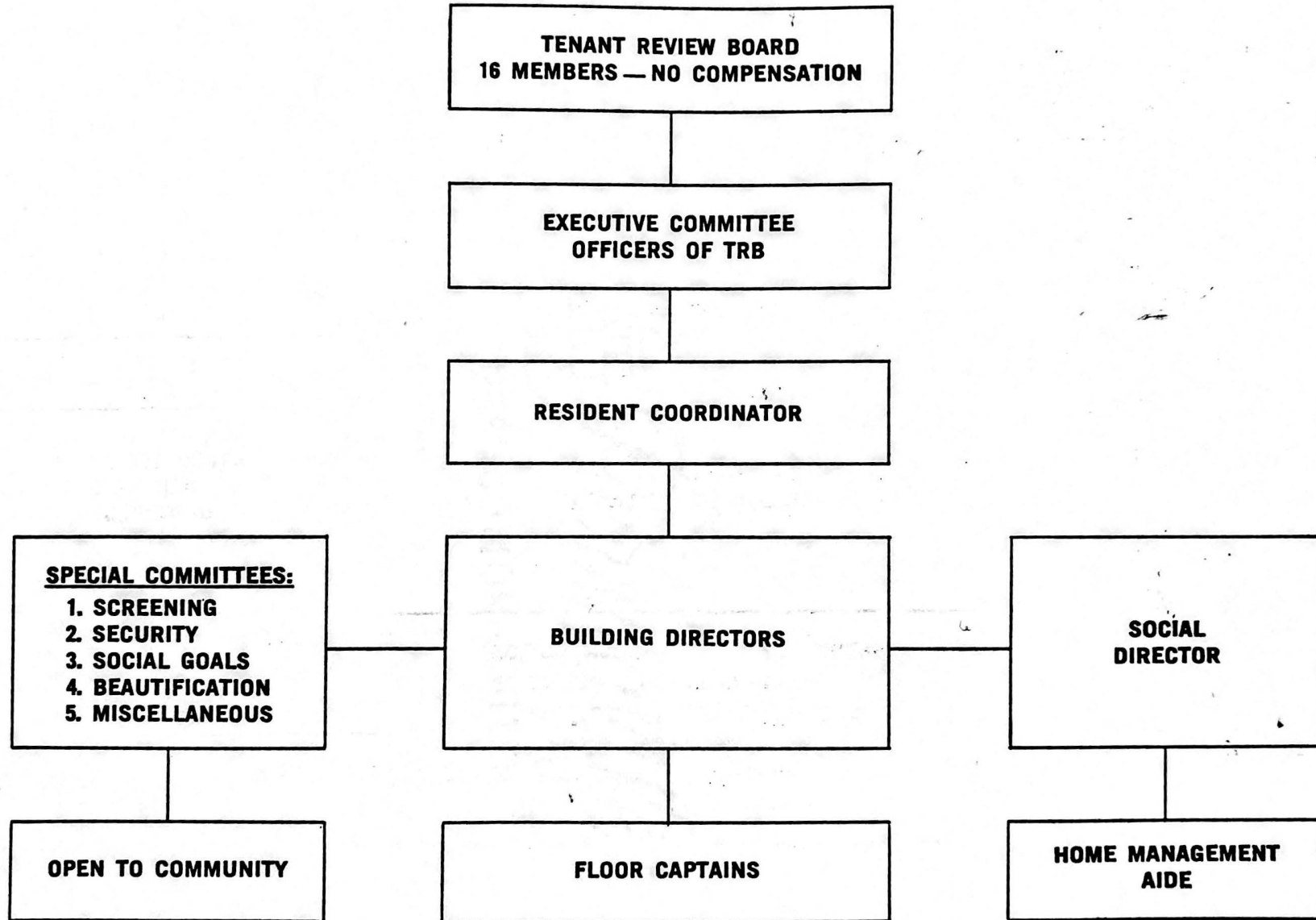
I certify that I have read or have had read to me the above statements, and that the said statements are true. I further certify that any statements from employers, which I submit as part of this certificate, have in each case been filled in by a responsible officer of the firm.

Date	Signature (Tenant)	Signature (tenant)
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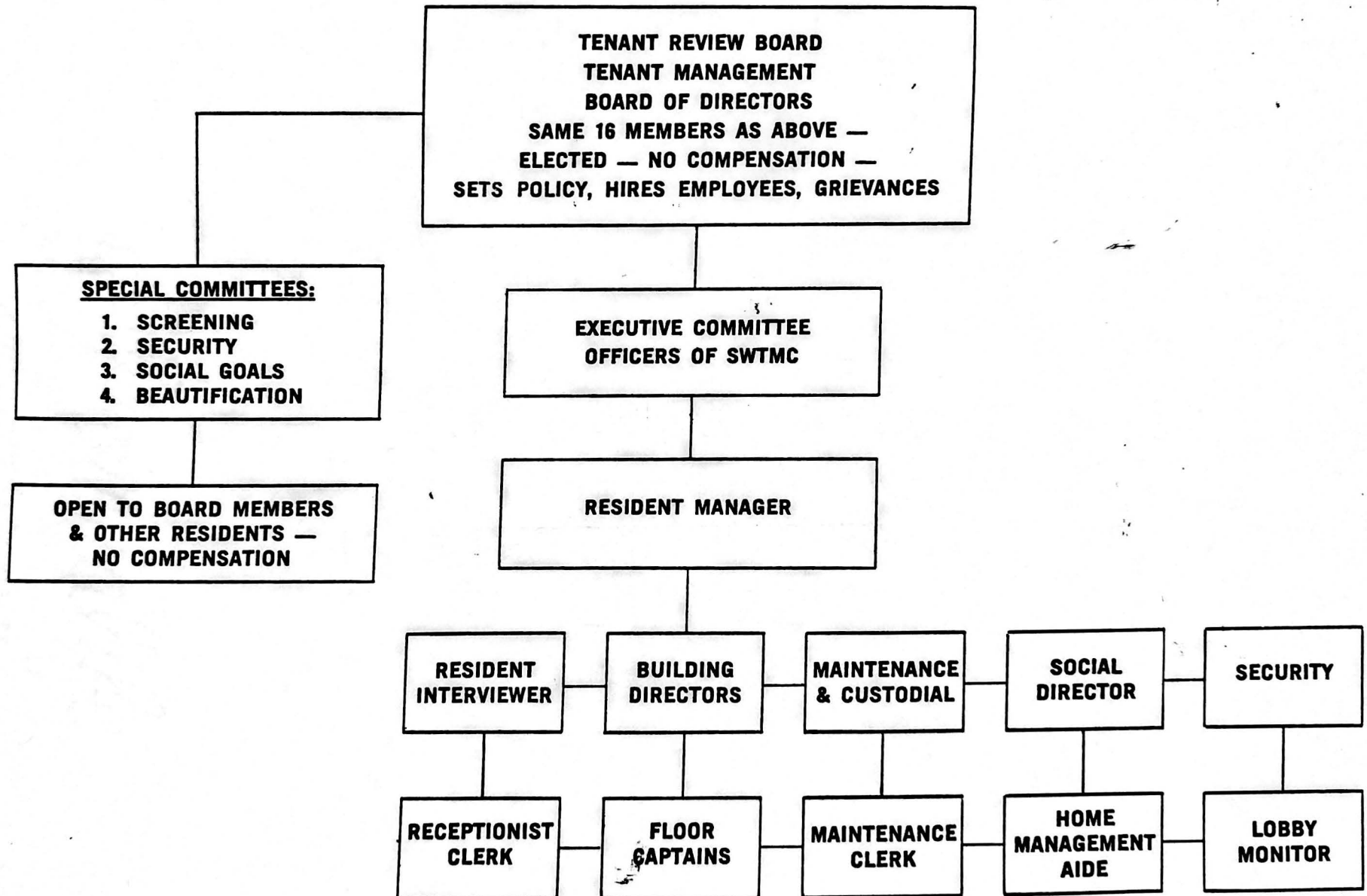
SAFETY HINTS

1. Find the nearest fire alarm box when you move in, in case of an emergency.
2. If you smell the odor of gas, open all windows and put out all flames.
3. Tell the BUILDING DIRECTOR at once so that the gas leak can be repaired. Escaping gas can cause an explosion.
4. Don't let the children play in the streets. They are safer in the playground.
5. Check the wires that make your toasters, electric irons, radios, and electric lamps work.
6. Make sure there are no loose ends, frayed covering or bent prongs on outlets and plugs.
7. Don't store paint, oily rags, gasoline, or clothes with paint on them in your home. That's a fire hazard.
8. Don't clutter up the space around the stove. Keep it clean.
9. Don't put flowerpots or anything else on your windowsills. The wind could bring it down on someone's head.
10. No blanket, towels, or clothes should hang out of windows.
11. Don't allow your children to throw glass, bottles, or other objects from windows or on grounds.
12. Don't listen to rumors.

STELLA WRIGHT TENANT ASSOCIATION STRUCTURE



PROPOSED STELLA WRIGHT TENANT ASSOCIATION MANAGEMENT STRUCTURE



STELLA WRIGHT AGREEMENT

On July 17, 1974, Federal District Court Judge Frederick B. Lacey signed the Agreement reached between the Stella Wright Tenants Organization the Newark Housing Authority (NHA), the City Government, and United States Department of Housing and Urban Development (HUD), to stop the closing down of Stella Wright Homes.

The Agreement contains the following:

1. Stella Wright will remain open with the maximum amount of service possible.
2. **Tenant Management Program**
The Newark Housing Authority (NHA) will assist in developing a Tenants Management Program at Stella Wright.
3. **Jobs for Tenants**
Tenants will be trained to assume roles as managers, clerks, supervisors, and other skilled positions at Stella Wright.
4. **One Tenant on Board of Commissioners**
The Mayor will recommend the name of one Public Housing high-rise tenant to be appointed to the Newark Housing Authority (NHA) Board of Commissioners.
5. **Project gets \$1,310,922.00**
The U.S. Department of Housing and Urban Development (HUD) will allocate \$1,310,922.00 to Stella Wright Homes for repairs, improvements, and security.
6. **Task Force**
A committee of influential citizens will assist tenants in developing and funding programs designed to improve the Stella Wright community.

IN EXCHANGE:

The tenants of Stella Wright Homes agree to:

1. **End the Rent Strike.**
End the four (4) year Rent Strike at the project.
2. **Payment of Back Rent — February, 1973 - Present**
Tenants at Stella Wright will be responsible for payment of back rent to be paid over a period of forty-eight (48) months (four (4) years).

RULES AND REGULATIONS

The following Rules and Regulations set forth by the Stella Wright's Board of Trustees and Tenant Association are to be accepted and practiced by both Tenant and Management.

APPLICATION FOR OCCUPANCY:

Applications for occupancy must be channeled through the Board of Trustees at desired project for final acceptance. If accepted, applicant must physically appear before the Board of Trustees to receive the Tenant Management Agreement.

Request for occupancy in desired project may be rejected by the Board of Trustees if applicant fails to qualify under the polices set forth by the Board of Trustees and Tenant Management Association.

SCREENING:

All new Tenants that wish to reside in Stella Wright Homes shall be screened by the Board of Trustees before they can be housed.

Tenants being transferred from any project site to Stella Wright must be screened by the Board prior to any actual transfer; current families having priority.

CURFEW:

Children named in lease will not be allowed in any public area other than their apartment after 10:00 p.m. to 6:00 a.m. (Winter months) without supervision, and June 15th thru September 15th, 11:30 p.m. to 6:00 a.m., enforced by City Code.

ANIMALS:

Dogs, cats, or any other fur-bearing animals will not be permitted into project by Tenant or any member of Tenant's family.

PROPERTY:

Destruction or damages of property will not be allowed by Tenant or any member of Tenant's family. Destruction and damages includes: the breaking of glass, setting fires, hampering elevator operations after warning; this violation is a cause for eviction.

LITTERING:

Littering in or around the project area will not be allowed by Tenant or any member of Tenant's family. Littering includes: throwing garbage out of windows, hallways, stairways and outside grounds. Violators will be brought before the Board of Trustees for action.

LOITERING:

Loitering in public areas other than apartment space provided in the lease will not be allowed by Tenant or any member of Tenant's family. Loitering includes: hallways, stairways, lobby entrances, elevators, and etc.

UNSUPERVISED APARTMENTS:

Tenants are encouraged to supervise their children at all times.

DISORDERLY PERSONS:

No Tenant, his family, friends and guests shall be so disorderly as to destroy the peace and quiet of other Tenants or Occupants living in Stella Wright or in the surrounding neighborhood.

ELEVATORS:

Any Tenant or any member of Tenant's family seen playing or tampering with elevators will be warned and evicted if such violations continue.

LARGER APARTMENTS:

Larger apartment space will be leased to Tenants according to residential seniority and number of persons in family.

VISITORS:

All Tenants will be responsible for all guests who create disturbances, cause damage to property and violate Rules and Regulations of the development. This includes Children that are guests of Resident's children.

HOUSE PARTIES:

Any Tenant is permitted to have house parties under the following conditions:

1. That the Tenant notify the Floor Captain and Building Director as to the date of such party.
2. That there is no loud music or other disturbances.
3. That there are no drug-related parties.

NOISES:

If you turn your T.V. or stereo too high, you will disturb your neighbors. Let's cooperate with each other in order that we can all enjoy our home. After 10:00 p.m., please lower your T.V. or stereo. No stereo speakers shall be placed outside of windows, hallways, and etc.

SOLICITING:

No soliciting will be allowed in any building in this development without prior approval of the Board of Trustees.

MOTORBIKES:

Riding of motorbikes will not be permitted on project site.

LAUNDRY ROOMS:

We now have a fully equipped, coin-operated laundry room in () buildings. Rules and regulations are posted in the laundry rooms; please obey them. Under no circumstances will children be allowed to play in these rooms. The laundry rooms will be opened from the hours of _____ to _____; opened Monday thru _____.

HALL MAINTENANCE:

The Residents of each floor are required to keep the floor and walls clean. Each Resident will be assigned a week to maintain hallways. The Floor Captains will have the schedules and will oversee the operation.

BUILDING DIRECTORS:

Each Building has a Building Director which will assist you in any problem that arises. She/he is authorized to fill out work orders, make referrals and oversee activities of the Building Floor Captain.

FLOOR CAPTAINS:

There is a Resident Floor Captain on every floor in every building. He/she is responsible for problems that relate solely to that floor.

Problems requiring Board actions will be reported to the Building Director who will make referrals to the Management and the Board of Trustees.

SECURITY GUARDS:

We have established a Security Guard system for the benefit of all Residents. The Guards have their written instructions and will report to Tenant Management.

They will be responsible for enforcing the Rules and Regulations of this Project site, as well as providing security to the Residents.

TENANT COOPERATION:

All Tenants are required to cooperate fully with Tenant Management, Building Directors, Floor Captains, Security personnel, Office Staff, Board of Trustees, and the Tenant Association. No abuse of Personnel will be allowed.

RESIDENTS OF STELLA WRIGHT HOMES

THIS IS THE FIRST EDITION OF RULES AND REGULATIONS OF OUR MOST CHERISHED DEVELOPMENT. WE HOPE YOU WILL FIND THEM INFORMATIVE. STELLA WRIGHT WILL RUN ACCORDING TO THE POLICIES AND RULES & REGULATIONS SET FORTH IN THIS DOCUMENT AS AGREED UPON BY THE BOARD OF TRUSTEES AND TENANT ASSOCIATION OF STELLA WRIGHT.

THESE RULES AND REGULATIONS HAVE BEEN APPROVED BY THE BOARD OF TRUSTEES, TENANT ASSOCIATION AND ARE EFFECTIVE SEPTEMBER 1, 1975.

Tenant acknowledges receipt of a copy of the Stella Wright Tenant Association Rules and Regulations, and agrees to be bound by them.

Tenant's Signature.

Date Served:

On Whom:

By Whom:

Witnessed:

SALES, SERVICE AND REPAIR ITEMS

A) LOCKOUTS

- 1) During Business Hours, 8:00 A.M. to 4:30 P.M. _____ \$1.00
- 2) After Business Hours, weekends, holidays _____ 3.00

	MATERIAL	LABOR		TOTAL
		MECHANIC	REPAIRMAN	
B) APARTMENT ENTRANCE DOORS				
1) Metal _____	\$ 95.00	\$ 32.00	\$ _____	\$127.00
2) Wooden _____	45.00	40.00	_____	85.00
3) Locks, (Mortise, _____ Cylindrical) _____	26.00 28.00	_____	5.00 5.00	31.00 33.00
4) Keys _____	.75	_____	_____	.75
5) Hinges _____	8.00	_____	5.00	13.00
6) Peep-hole (Interviewer) _____	2.50	_____	2.50	5.00
7) Cylinder _____	7.00	_____	2.50	9.50
8) Rekey Cylinder _____	3.25	_____	2.50	5.75
9) Deadlock Entrance Door _____	10.00	_____	5.00	15.00
C) INTERIOR DOORS				
1) Locks (Bathroom & Bedroom) _____	7.00 10.00	24.00	_____	31.00 12.50
2) Hinges (Bathroom & Bedroom) _____	1.50	_____	2.50	4.00
D) KITCHEN CABINETS				
1) Glass _____	2.50	_____	7.50	10.00
2) Doors _____	7.00	_____	5.00	12.00
3) Handles _____	.75	_____	2.50	3.25
4) Hinges _____	1.50	_____	2.50	4.00
5) Drawers _____	5.00	_____	5.00	10.00
6) Friction Catches _____	.50	_____	1.25	1.75
E) MEDICINE CABINETS				
1) Medicine Cabinet _____	15.00	_____	5.00	20.00
2) Mirror _____	3.00	_____	5.00	8.00
3) Glass Shelf _____	.50	_____	_____	.50
F) MAIL BOXES				
1) Locks _____	2.50	_____	2.50	5.00
2) Doors (Long) _____	6.25	_____	2.50	8.75
3) Doors (Short) _____	3.75	_____	2.50	6.25
4) Keys _____	.25	_____	_____	.25
5) Doors (w/lock) _____	5.75	_____	2.50	8.25
G) WINDOWS				
1) Handles _____	1.75 ea.	_____	3.50	5.25
2) _____	_____	_____	_____	_____

SALES, SERVICE AND REPAIR ITEMS (continued)

	MATERIAL	LABOR		TOTAL
		MECHANIC	REPAIRMAN	
H) WINDOW SCREENS: Metal				
1) Large _____	7.00 _____	_____	_____	7.00
2) Medium _____	6.00 _____	_____	_____	6.00
3) Small _____	4.00 _____	_____	_____	4.00
4) Hopper _____	4.00 _____	_____	_____	4.00
5) Wooden _____	5.00 _____	_____	_____	5.00
6) Storm _____	6.00 _____	_____	_____	6.00
I) WINDOW SHADES				
1) 70" to 76" Wide _____	6.00 _____	_____	_____	6.00
2) 50" to 55" Wide _____	4.50 _____	_____	_____	4.50
3) 28" to 37" Wide _____	4.00 _____	_____	_____	4.00
4) 17" to 22" Wide _____	2.00 _____	_____	_____	2.00
J) WINDOW GLASS				
1) Plain _____	.75 _____	_____	2.50 _____	3.25
2) Obscure _____	1.50 _____	_____	2.50 _____	4.00
3) Lexan _____	4.50 _____	_____	2.50 _____	7.00
4) Storm Window (glass) _____	8.00 _____	_____	2.50 _____	10.50
K) KITCHEN SINKS				
1) Stopped Up _____	_____	9.00 _____	5.00 _____	14.00
2) Drain Board _____	9.00 _____	_____	_____	9.00
3) Crumb Cup Strainer _____	1.25 _____	_____	_____	1.25
4) Soap Dish _____	2.00 _____	_____	_____	2.00
5) Faucet Handle (Pr.) _____	3.75 _____	_____	_____	3.75
6) Swing Spout _____	6.50 _____	_____	2.50 _____	9.00
7) Drain Stopper _____	.50 _____	_____	_____	.50
L) BASINS (BATHROOM)				
1) Stopped-up _____	_____	9.00 _____	5.00 _____	14.00
2) Faucet Handles _____	2.00 _____	_____	_____	2.00
3) Stopper _____	.35 _____	_____	_____	.35
M) BATHTUB				
1) Stopped-up _____	_____	9.00 _____	5.00 _____	14.00
2) Faucet Handle _____	2.00 _____	_____	_____	2.00
3) Drain Stoppers _____	.75 _____	_____	_____	.75
4) Overflow Plate _____	2.50 _____	_____	2.50 _____	5.00
5) Shower Head _____	4.50 _____	_____	5.00 _____	9.50
6) Shower Rod _____	4.00 _____	_____	5.00 _____	9.00
7) Drain Stopper Chain _____	2.00 _____	_____	_____	2.00

SALES, SERVICE AND REPAIR ITEMS (continued)

N) TOILETS	MATERIAL	LABOR		TOTAL
		MECHANIC	REPAIRMAN	
1) Bowl _____	25.00	18.00		43.00
2) Stopped-up _____		9.00	5.00	14.00
3) Toilet Seat _____	3.00		2.50	5.50
4) Toilet Tank _____	22.00	13.50		45.50
5) Toilet Tank Lid _____	6.50			6.50
O) BATHROOM ACCESSORIES				
1) Soap Dish C.P. _____	2.00			2.00
3) Towel Rack _____	3.25		2.50	5.75
3) Glass-Toothbrush Holder _____	2.50		2.50	5.00
4) Toilet Paper Roller _____	.30			.30
5) Toilet Paper Holder _____	2.50		2.50	5.00
P) GAS RANGES — ELECTRIC RANGE				
1) Knob _____	.75			.75
2) Door Handles _____	3.25		2.50	5.75
3) Oven Heat Control _____	21.00	18.00		39.00
4) Oven Heat Control Dial _____	3.00		2.50	5.50
5) Burner Grate - Small _____	2.00			2.00
Burner Grate - Large _____	3.00			3.00
6) Drip Pan _____	5.00			5.00
7) Oven Door _____	14.00		2.50	16.50
8) Broiler Door _____	7.75		2.50	10.25
Q) REFRIGERATORS				
1) Replacement (Depreciation) _____				
2) Ice Cube Tray _____	1.00			1.00
3) Drip Tray _____	8.00			8.00
4) Chiller Tray _____	10.00			10.00
R) ELECTRICAL				
1) Toggle Switch S.P. _____	1.00		2.50	3.50
2) Receptacle Plate-Switch _____	.25		2.50	2.75
3) Duplex Receptacle _____	.75		2.50	3.25
4) Kitchen Ceiling Fixture _____	3.50		5.00	8.50
5) Replace Fluorescent Lamp _____	3.00			3.00
6) Fixture Globe _____	1.50			1.50
7) Bedroom Wall Fixtures _____	2.50		2.50	5.00
8) Bathroom Wall Fixtures _____	2.75		2.50	5.25
9) Bathroom Wall Globe _____	2.00			2.00
10) Medicine Cabinet Fluorescent Lamp _____	1.00			1.00
11) Multi Breaker Switch _____	4.75	9.00		13.75
S) CLOSETS				
1) Poles _____	2.00		2.50	4.50
2) Shelves _____	3.00		2.50	5.50

Prices subject to change.

IMPORTANT TELEPHONE NUMBERS

POLICE _____ 733-6161 or 733-6060

FIRE DEPARTMENT _____ 733-7400

MARTLAND MEDICAL CENTER _____ 643-8800

ACTION NOW _____ 733-6360

CITY HALL _____ 733-6400

STELLA WRIGHT TENANT ASSOCIATION _____ 242-6772

HUMANE SOCIETY _____ 643-5060

STELLA WRIGHT MAINTENANCE _____ 622-1030, Ext. 458

STELLA WRIGHT — OFFICE _____ 622-1030, Ext. 437, 438, 439 & 243-2679

ESSEX COUNTY WELFARE OFFICE _____ 733-3000

SOCIAL SECURITY OFFICE _____ 645-2180

NEWARK HOUSING AUTHORITY — CENTRAL OFFICE _____ 622-1030

NEWARK PUBLIC LIBRARY _____ 733-7800

LEGAL AID _____ 485-3800

CONSUMER AFFAIRS _____ 648-3622

NORTH JERSEY COMMUNITY UNION _____ 242-2147

PUBLIC WELFARE _____ 733-7700

SECURITY PROGRAM _____ 622-1030, Ext. 267

FAMILY AND COMMUNITY SERVICES _____ 622-1030, Ext. 224