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Administrative Offices

One Eddy's Lane
Troy, NY 12180

Phone: (518) 273-3600

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TO: All Residents of Troy Housing Authority

FROM: Troy Housing Authority

RE: Maintenance Charge Policy

DATE: February 22, 2019

As stated in HUD Federal Regulation 24 CFR § 966.5 Posting of policies, rules and regulations, schedules of special charges for services, repairs and utilities and rules and regulations which are required to be incorporated in the lease by reference shall be publicly posted in a conspicuous manner in the Project Office and shall be furnished to applicants and tenants on request. Such schedules, rules and regulations may be modified from time to time by the PHA provided that the PHA shall give at least 30-day written notice to each affected tenant setting forth the proposed modification, the reasons therefore, and providing the tenant an opportunity to present written comments which shall be taken into consideration by the PHA prior to the proposed modification becoming effective. A copy of such notice shall be:

- (a) Delivered directly or mailed to each tenant; or
- (b) Posted in at least three (3) conspicuous places within each structure or building in which the affected dwelling units are located, as well as in a conspicuous place at the project office, if any, or if none, a similar central business location within the project.

The current Troy Housing Authority Maintenance Charge Policy and Schedule has not been updated since June 5, 2012. Since then the types of products used has changed dramatically and the costs of labor and materials has risen and often varies. Therefore, attached to this notice is a Proposed Maintenance Charge Policy that will be acted upon at the April 4, 2019 meeting of the Board of Commissioners.

Written comments about the Proposed Maintenance Charge Policy will be accepted until **March 27, 2019** at any site office during normal office hours or they may be sent by email to info@troyhousing.org.