



**Spring/Summer 2011
April/September**



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Your LES

You are not eligible for Basic Allowance for Housing (BAH) while you live in **Government Housing (owned, leased, or UPH)**. Your BAH should stop on the day you are assigned quarters. **You are responsible to check your LES and notify your SPO immediately if you continue to draw BAH.** You may be liable for administrative pay checkage or prosecution under the UCMJ if you collect allowances for which you are not eligible.

The Housing Program

The Leased Housing program is offered to eligible members, primarily in lower pay grades with above average family size, who are unable to afford adequate housing or the lack of government owned housing. Coast Guard Owned Housing is family and unaccompanied housing owned by the Coast Guard.

March 12 began Daylight Savings Time. If you have not already done so, please change the batteries in your smoke detectors.

All Coast Guard Housing Occupants

New occupant agreement concerning mold and mildew

Background: Mold and mildew are common, naturally occurring organisms that grow indoors and outdoors. Mold may produce adverse health effects although the scientific evidence is unclear as to the extent of health risks or the amount of mold necessary to cause health impact.

Modern building codes, practices and materials provide living space that is energy efficient. However, this energy efficiency is the result of minimizing airflow into or out of the building. New buildings do not "breathe" like older buildings and are therefore more susceptible to mold growth when the building air is not air conditioned. All buildings are susceptible to mold growth.

Mold and Mildew Information:

Mold needs three things to grow: spores, a food source, and moisture. Mold spores are everywhere that they can be carried into the dwelling on shoes, clothing, pets, and deposited on furniture and carpet. Mold spores are nearly impossible to keep out of the dwelling but can be controlled by regular cleaning and vacuuming. Food sources for mold are virtually any organic matter including dust, carpeting, drywall, ceiling tiles, clothing, etc. The third essential contributor to mold growth is water. There are two types of water that contribute to mold growth: liquid water and water vapor. Liquid water can enter the dwelling from outside through leaks in the outside walls, roofs, windows, or doors; and inside from plumbing leaks, spray from showers and faucets, and air conditioning condensate pan leaks or overflow. Water vapor occurs as humidity in the air (i.e. steam from showers, cooking, laundry equipment and dishwashers). Occasionally, water vapor may condense on the

window or door frames inside a home and thereby create conditions conducive to mold growth. Operating air conditioning units efficiently can control humidity. The air conditioning unit not only cools the air but also removes moisture from the air. The moisture condenses into a drain pan that discharges the water outside.

Coast Guard Responsibility

Water intrusion problems that occur through external sources such as leaks from exterior walls, windows, doors, or roofs can be corrected; but only if we are aware of the problem. Promptly, in writing, notify the housing maintenance team about signs of any water leaks, water infiltration or mold is mandatory to ensure that we fulfill our responsibility to repair or remedy the problem as necessary. Maintenance of the air conditioning system will also be done periodically to include cleaning condensation drain lines and pans. Filters should be changed monthly by the occupant. There is no charge for filters and they are available at the housing office at no charge.

Occupants' Responsibility

It is your responsibility to control mold growth. You acknowledge that it is your responsibility to provide appropriate climate control; keep the home clean; and take other measures to retard and prevent mold growth and mildew. You agree to clean and dust the home on a regular basis and to remove visible moisture accumulation on windows, walls, and other surfaces as soon as reasonably possible. You agree not to block or cover any of the heating, ventilation or air conditioning ducts in the home. You agree to notify the housing management office of:

(1) any evidence of water leaks or excessive moisture in the home, as well as storage room, garage, and other common areas, (2) any evidence of mold or mildew-like growth that cannot be removed by simply applying a common household cleaner and wiping the area, (3) any failure or malfunction in the heating, ventilation or air conditional system, and (4) any inoperable doors or windows. You further agree that you shall be responsible for damage to the home and your property as well as personal injury to you and any occupants resulting from failure to comply with these responsibilities.

General Tips for Spring/Summer

Window Cleaning: Residents are responsible for cleaning all windows inside and out and replacing glass if broken. Spring is a good time to check all window seals and clean off the winter's grime. Screens should remain in place at all times.

Clean the yard: Clear debris from the perimeter of the house. Trim any trees or shrubs that touch the house. Rake up the leaves.

Common Yard Areas: In places that share a common yard area, the following applies:

- Stow all portable items inside your home or in your garage.

- Stow lawn furniture and larger toys, such as swing sets and prefabricated forts behind the unit or on your patio
- Keep personal yard gear off common areas when not in use.
- Bicycles and other toys shall not be left in the street, common areas, walkways, parking areas, or front yards.

If you are an occupant in unaccompanied leased housing (UPLH) or in family leased housing (FLH) it is your responsibility to notify the landlord of any problems or repairs that need to be addressed. FLH housing occupants and Government owned housing occupants see the below tips for Fall/Winter.

Housing Occupant Responsibilities

While assigned to your home, you are responsible for minor maintenance and repairs. You are encouraged to make minor household repairs which do not require a skilled repair person, such as clearing minor plumbing stoppages, replacing door stops and tightening loose screws. See Table 4.1 in the Resident Occupancy Handbook (01MAR11) for additional maintenance guidance.

Outdoor Recreational Items for the Spring/Summer:

Outdoor recreational items such as wading pools and swing sets will only be allowed in housing areas where playground equipment is not provided.

- Pool:** Small wading pools are permitted for use by residents. An adult (18 yrs or older) must be present to supervise pool use, pools must be emptied after each use. Pools are not to be used in the front of the residences.
- Trampolines:** Trampolines are strictly prohibited.
- Tents, Tarps and Covers:** No tents, tarps or covers are allowed to be utilized or constructed anywhere on the exterior of the residence. Temporary exceptions will be made with written authorization from the Housing Office.

Pet Policies and Responsibilities: With the new season ahead both people and pets will be outside. Residents are to ensure that pets are properly cared for at all times. Areas where pets are kept (both indoor and outdoors) shall be maintained in a sanitary condition. Pet owners must be prepared to clean up after their pets when taking them for walks. Keeping pets is a conditional privilege. Residents are financially and legally responsible for their pets and their behavior at all times. Dogs/Cats are prohibited in Unaccompanied Personal Leased Housing.

Yard Sales: Residents are limited to two yard sales per year, each limited to two consecutive days. Items are not to be left outside the residence overnight. It is also advisable to check your local city ordinances for other restrictions.

Gardens: Residents desiring to plant small vegetable or flower gardens may do so behind their residence. Garden plots must be routinely harvested and weeded. Upon termination of the

quarters, the garden plot must be removed, the area covered with top soil, leveled and an established lawn must begin to grow. Gardens are considered "self-help" projects. You must receive approval from the housing office or submit a Self Help Project Request prior to planting any garden.



Noise Control: With Spring and Summer comes open doors and windows. Excessive noise is prohibited. There term excessive is music vibrations or other sounds emanating from homes, yards, or automobiles that can be heard from a distance.

Quiet hours are observed between 2200 and 0600. Parties, children at play, sports activities, and other social events should not cause a disturbance to neighbors especially late at night.

Energy Management

Energy conservation is not reduced comfort. It is taking steps to ensure that energy is not wasted and abused. Abuse will not be tolerated. It is necessary that everyone in the Coast Guard housing take steps to ensure that our Coast Guard housing program is not reduced or jeopardized because of excessive utility consumption.

YEAR OF THE COAST GUARD FAMILY

The following is an excerpt from An All Hands email from ADM Bob Papp, Commandant on upcoming initiatives for 2012:

Reference A: Presidential Security Directive, Strengthening Our Military Families

On December 8, 2010, the President approved the Report on Strengthening our Military Families: Meeting America's Commitment. Per Ref A, the President, the First Lady, the uniformed service chiefs (including the Coast Guard), and other government leaders joined together in a commitment to ensure our military members and their families have the resources they need to be their best.

As highlighted in my State of the Coast Guard Address, 2011 will be the Year of the Coast Guard Family. As outlined in my Commandant's Direction, together we will improve the quality of life for our Coast Guard members and military families. I am placing a renewed emphasis on ensuring that our policies, programs and services reflect this commitment. In my mind, the health and welfare of our people and their families are at the heart of operational readiness.

The Year of the Military Family will build upon our existing policies, programs and services while also exploring new opportunities to shore-up and bolster the support for our military members and their families. We will look across programs and providers to examine the services that impact our people – and therefore our operational effectiveness. Included will be the housing program, child development services, family support programs, military personnel management policies, health care, and our Chaplain services.

As reflected in Ref A and the fiscal year 2012 President's budget, the Coast Guard will be in lock step with the Commander-in-Chief on this endeavor. The 2012 budget included 20 million dollars for housing and over 9 million dollars for child development services. The following are examples of the support service initiatives presently underway:

A. Housing. Actions to improve the condition and maintenance of our family and unaccompanied housing include:

(1) Housing Asset Line. We have stood up the Shore Infrastructure Logistics Center (SILC) and created specific product lines to focus attention and grow expertise on facility maintenance and condition issues.

(2) New Housing Legislation. The Coast Guard received authority in the 2010 Coast Guard Authorization Act to sell real property and place any proceeds from such sales into a dedicated Coast Guard housing fund for the purpose of recapitalizing family and unaccompanied housing. The first properties we intend to sell will be the former Commandant, Vice Commandant, and Chief-of-Staff quarters in Washington, DC, in order to reinvest in our CG housing program.

(3) National Housing Assessment. We are undertaking a comprehensive national assessment of owned family housing and unaccompanied personnel housing, including assessment of facility condition, configuration, housing demand and availability, energy and water use, environmental and health issues, data and information system correction and reconciliation, maintenance program review, and customer satisfaction surveys.

Important LHA Reminder Information

The housing office would like to remind LHAs about some very important issues. There have been major inconsistencies with inspection forms submission. The Condition Inspection Form should be used for all check-in/check-out inspections, this includes bedroom changes. **These need to be submitted to us signed by all parties. If the Lessor cannot be present to sign off on the inspection it should be annotated on the form. Each section must be completed; we will not accept blank sections.** The owned housing inspection form is the same and should only be used for owned housing units. These forms have been submitted to us with incomplete signatures and inconsistent dates. In the Procedural Manual, Chapter 3, Section B-3, therein is a table which identifies who needs to sign for each individual type of inspection.

Every member whether they are in leased or owned housing needs to be given the 1MAR2011 edition of the Resident Occupancy Handbook. Enclosure (1) to this handbook is the Tenant Occupancy Agreement that must be reviewed and signed by the member and a copy provided to the AHO office.