



314 3rd Street South
Lethbridge, Alberta, T1J 1Y9

Business Office &
Emergency Maintenance

(403) 329-0556

(24-hour answering service)

Lethbridge Housing Business Office will be closed:

- Thursday, December 24, 2020 to Sunday, January 3, 2021
- Monday February 15, 2021

The Board and Staff of Lethbridge Housing Authority wish you all the best during the Holiday Season.

LHA Seniors Placements Administrators:

- Stephanie Martin (Hardie Manor and Haig Tower) (403) 329-0556 extension 138
- DeAnna English (Halmrast Manor) (403) 329-0556 extension 137

COMMUNITY WORKERS:

Available for referrals to other agencies for support, stop smoking programs, and/or help with personal issues or concerns.

- Jeannette Ablas at (403) 308-2609 · Marlene Van Eden at (403) 317-4904

COVID-19

Please continue to follow all the COVID-19 new enhanced public health measures.

SAFETY REMINDER – BUILDING ACCESS

- Do not let other people into the building as you enter or exit the building. If they are a resident, they will have their own key or fob to enter the building. If they have lost or forgotten their keys or fob, they should contact the LHA business office.
- If someone is a guest, they should contact the person they are there to see via the intercom.
- If a delivery person requests access and you are not expecting a delivery, do not let them in.
- Report suspicious activity to the Lethbridge Police at 403-328-4444.
- Your guests are your responsibility. Please ensure that you escort your guest in and out of the building. Problems/complaints/concerns can lead to an Eviction or non-renewal of your tenancy.

GENERAL MAINTENANCE

- Our Maintenance team works hard to clear snow and ice as quickly as possible. Use caution when walking on ice and/or snow.
- Please keep your windows closed during cold weather. Frozen pipes can cause serious damage and you may be held responsible for repair costs.
- If you notice **bugs** of any sort in your apartment, please report the situation immediately to our Business Office before you take any other actions. If you are getting any bites or are unsure of what you are searching for, please call (403)329-0556 for more information.

SMOKING

If you are a smoker or have guests that smoke, we would like to remind you to comply with the “No Smoking” Policy and use the designated smoking area outside the building.

HOLIDAYS/VACATIONS

- Please advise the business office if you will be away and ensure that you have someone checking your unit for you. Please check your home insurance for the frequency of visits/checks required.

Please BE KIND!

TREAT ONE ANOTHER WITH COURTESY AND RESPECT!

As this is an independent living facility, we need to work together to ensure our community is safe and secure.

Regular Business office hours

8:30 AM – 12:00 noon, and 1:00 PM – 4:00 PM

Monday - Friday