



HOUSING AUTHORITY of the TOWNSHIP of WOODBIDGE

20 Bunns Lane, Woodbridge, NJ 07095-1726
Phone: (732) 634-2750 Fax: (732) 634-8421

June 24, 2016

WHA Residents

Re: Location Changes

Dear Resident:

Demolition and re-construction of the Woodbridge Garden Apartments, including the WHA administrative office building, is scheduled to begin shortly. The first thing to go will be the administrative office located at 20 Bunns Lane. In preparation, certain staff members will be relocating now to offices in a couple of our senior sites. The remaining staff will relocate to the old administrative office located at 10 Bunns Lane probably right after Labor Day.

Our Section 8 office will be temporarily located at Greiner Towers at 460 Inman Avenue in Colonia. Ana Veliz and Joyce Pydeski will temporarily relocate to Stern Towers located at 55 Brook Street in Woodbridge.

Ana is the person responsible for maintaining the waiting lists and leasing all vacant units to new residents from our applicant pool. She also maintains the transfer list and submits resident's requests for Reasonable Accommodations. Ana reports to Joyce Pydeski who will be sharing office space with Ana at Stern Towers. Together they assign parking spaces at WGA and issue parking stickers/tags for the lots at Cooper and Stern Towers. In addition to parking, the following is a list of items and issues that residents will need to tend to by visiting Ana or Joyce at Stern Towers:

- Keys – lock/key replacement Keycard or FOB replacement
- Pet Policy – security deposits, Vet statements, Caretaker agreement
- Community Room Rental – Agreement and security deposit for the rental of community rooms at all senior buildings

The following items are also handled by Joyce and/or Ana, but should continue to be submitted to the main office and will be forwarded to them:

- Community Service compliance forms – Submit to administration office
- Waiting List – Submit address/phone # changes to the administration office
- Waiting List Position – The receptionist (x0 or x100) will respond to requests regarding your position on the wait list. However she cannot answer any questions regarding wait time or why you are at a given position.

At this time, we are uncertain as to the phone numbers to reach Joyce or Ana, but please continue to call the main office and we will be sure to get you in contact with them. However, please try to delay all unnecessary business between June 27, 2016 and July 6, 2016 in order to allow them time to set up their new office.

Annual re-certifications and rent changes for all residents at the senior sites will continue to be handled as before. Ellen Hilliard will now handle all annual re-certifications and rent changes for all WGA residents. Ellen will remain at the main office, but Ellen also handles some Section 8 work, so her time will be limited and we must ask that all residents make every effort to be on time for their annual re-certification meeting and call to schedule all rent change meetings, which as noticed previously, will only be conducted on Tuesdays.

We ask that all residents please be patient as we re-position ourselves and re-boot our computer and telephone systems. We will do all in our power to continue to serve our residents during this endeavor. Thank you for your cooperation and understanding.

Sincerely,

The WHA Administration