

monthly newsletter

LEBANON HOUSING AUTHORITY

SEPTEMBER 2026



MAILING ADDRESS

P.O. Box 187

Lebanon, TN 37088

PHYSICAL ADDRESS

49 Upton Heights | Lebanon, TN 37087

PHONE 615.444.1872 | FAX 615.444.1520

www.lhatn.org

Patrick Johnson

Executive Director

Director@lhatn.org



Upton Heights Phase 1: The Highlands

The Board of Commissioners have chosen the name The Highlands as the new apartment being constructed on Lake Street. As of this writing, The Highlands are about 95% complete, with an anticipated application date of October 2026. The Highlands will comprise 52 units that will be subsidized by Project Based Vouchers (30) and Low-Income Housing Tax Credits

(22). Bedrock Management has been chosen to be the management group of these new apartments.

The Highlands will become available in three stages. The first stage will be for residents who were displaced from their original units to make way for the construction of The Highlands.

ncouraged to respond whether or not they would like to return.

The second stage provides an opportunity for current residents of the Lebanon Housing Authority to transfer from Section 9 to Section 8 if they would like. If you are interested in transferring, please contact your Property Manager. The third stage will make available apartments open for the general public to apply.

The Highlands will offer several improvements and features, including washer and dryer hookups, dishwashers, and much more. We look forward to seeing The Highlands become home to many individuals and families.

Covering Our Children: New School Bus Stops

A local group of Christian businessmen wanted to celebrate the staff of LHA by sponsoring a project. As Executive Director, I sought approval from the Board of Commissioners to erect (5) bus shelters for our children.



The installation of these new school bus shelters are located at the Upton Heights (2), Inman Court (2), and Head Homes (1) property. We hope our new school bus stops provide greater comfort and safety for our children. Please help us keep them clean and well-maintained. As LHA property, any vandalism or damage may result in the responsible party being held accountable for repair costs.

Continuing to Improve Accessibility

As part of our continued efforts to remain in compliance with HUD's Americans with a Disability Act requirement, LHA has converted one of our traditional apartments, 9 Eastland Court, into an ADA-compliant unit. This unit has also been beautifully modernized. Maintaining compliance with HUD's accessibility requirements is an important responsibility, and we are pleased with the improvements made to this unit.

Pride in Our Community

As we move into the fall season, I want to take a moment to remind all Lebanon Housing Authority residents of the importance of taking pride in our homes and our community. The appearance, safety, and condition of our properties are a reflection of Lebanon Housing Authority.

Maintaining Our Properties

One area that requires immediate attention are the front porches and the exterior areas surrounding our homes. Front porches should remain clear of personal belongings, with the exception of essential items. Interior furniture and other unnecessary items are not permitted on front porches.

Bicycles should also be properly stored when they are not being used and should not be left on sidewalks or other common areas. Keeping walkways and common areas clear is important for both the appearance of our properties and the safety and accessibility of our residents.

Annual Inspections Are Coming Soon

As part of our continued commitment to maintaining safe, clean, and well-kept homes, Lebanon Housing Authority will be conducting our annual unit inspections beginning Monday, September 21st through Friday, October 3rd. Inspectors will be assessing interior and exterior areas of the units. Please make sure your screen door is unlocked. If the unit is locked when maintenance arrives, staff will be required to gain entry in order to complete the inspection. Any damage or repairs will be the responsibility of the resident.

**ANNUAL
INSPECTIONS
- NOTICE -**

Good housekeeping is an important part of maintaining a healthy and safe living environment, and proper housekeeping is also a requirement of your lease. Housekeeping and proper maintenance of the physical property is a violation of your lease. Any damages outside of normal wear and tear will lead to charges and may result in eviction. Be sure to secure any pets. I recommend that you use this time to address any housekeeping concerns, keep your home free of excessive clutter, and make sure your unit is clean, accessible, and ready for inspection. We appreciate everyone's cooperation as we work together to keep our communities safe, clean, and comfortable for all residents.

Bitter and Sweet: Recognizing a Valued Team Member

Over the past several months, Lebanon Housing Authority has experienced several changes within our staff. While change can be challenging, it also provides opportunities for growth and new ideas.

We are saying goodbye to a longtime member of the Lebanon Housing Authority family. After 11 years of dedicated service, our Director of Housing and Property Manager, Ms. Mary Polite, is retiring.

On behalf of the Lebanon Housing Authority, I want to express our sincere appreciation to Ms. Mary for her many years of service to Lebanon Housing Authority and the residents she has served. Her dedication and commitment have been greatly appreciated, and we wish her all the best as she begins this next chapter.

Following an internal search, Ms. Raynesha Usher has been promoted to Property Manager. We look forward to sharing more about her new role and responsibilities in the upcoming newsletter.

Shelton Walker

Facilities & Modernization Director

Construction@lhatn.org



Greetings, LHA! I am excited to continue sharing updates on The Highlands Project. We are beginning to see the charming vision of The Highlands truly come together. With each stage of construction, the project is becoming more recognizable and giving us an exciting glimpse of the finished community.

Below, you'll find a look ahead at the work anticipated over the next 2–4 weeks, with photos showcasing some of the latest developments throughout the project. We're excited to continue sharing this journey with you as The Highlands takes shape!

A. Finals

- I. Final paint is complete for both 712 and 716 Lake St.
- II. 710 Lake St. drywall installed and sanded and ready for paint
- III. Carpet installation completed for 712 Lake St.
- IV. Blinds installed for 712 and 714 Lake St.

C. 714 Lake St.

- I. Installation of remaining tube rails
- II. Subcontractors working on punch list items
- III. Appliances delivered and installed
- IV. Building signage
- V. Final inspections

E. 710 Lake St.

- I. Prime walls
- II. Hang doors and hardware
- III. Install cabinets and countertops
- IV. MPE trim out
- V. Mailbox cluster units
- VI. Final paint
- VII. Appliances delivered and installed
- VIII. Final inspections

B. 712 Lake St.

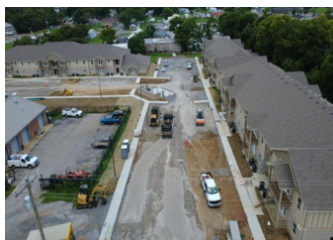
- I. Installation of remaining tube rails
- II. Subcontractors to finish punch list items
- III. Appliances delivered and installed
- IV. Building signage
- V. Final inspections

D. 716 Lake St.

- I. Installation of remaining steel rails and tubes
- II. Final trim out
- III. Subcontractors to finish punch list items
- IV. Carpet installation
- V. Appliances delivered and installed
- VI. Building signage
- VII. Final inspections

F. Site

- I. Finishing grading work behind sidewalks and behind 710 Lake St.
- II. Laying base stone
- III. Paving
- IV. Stripping
- V. Dumpster gates
- VI. Landscape
- VII. Playground and Splashpad



Dana Sandefur

Safety & Security Coordinator

Security@lhatn.org



All residents of the Lebanon Housing Authority need to be aware that you are responsible for your actions and the actions of your guests. The office has been receiving numerous calls and complaints regarding the behavior of residents and their guests. Some complaints have been addressed with a verbal warning, while others have resulted in residents being called into the office by their Property Manager and receiving a formal written notice.

Depending on the severity of the complaint or the recurring nature of the violations, further action may be taken, including a notice to vacate. Some of the complaints recently received by the office involve serious safety concerns. Parents and guardians are strongly encouraged to supervise their children while they are playing and to be aware of where they are at all times. Again, depending on the severity of the incident, **the first notice issued may be a notice to vacate.**

Important Safety Reminder: Upton Heights Drain

We have recently experienced severe weather and significant rainfall, creating dangerous conditions throughout the community. Parents and guardians are strongly encouraged to speak with their children and make it clear that they are **NOT** to play in the concrete drainage channel at the Upton Heights property.

Lebanon Housing Authority staff have recently had to intervene when children were found playing in the drain while it contained one to two feet of water. This is an extremely dangerous situation. Water levels and currents can change quickly, and a child who enters the drain could lose their footing, become trapped, or be swept away. There is a serious risk that a child could be carried beneath N. Cumberland Street.

Please take this warning seriously. Do not allow children to play in or around the drainage channel, especially during or after periods of heavy rain. A moment of play is not worth risking a child's safety.

The safety of our residents and their families is a shared responsibility. Please supervise children, know where they are playing, and take immediate action to prevent them from entering dangerous areas.

Jerome Stewart

Maintenance Supervisor

Maintenance@lhatn.org



I wanted to take a moment and ask that everyone do their part by properly disposing of trash and refraining from littering or leaving trash around the property. Trash left outside can attract pests, create additional maintenance concerns, and negatively impact the appearance and quality of life throughout our community. What may seem like a small piece of trash can quickly become a larger issue when it is left for others to handle.

Please remember to report pest control concerns as soon as possible. If you notice insects, rodents, or other signs of pests in or around your home, contact the office or submit a work order promptly.

Our maintenance crew is always here to help but keeping our communities clean and well-maintained takes everyone's cooperation. By properly disposing of trash and reporting concerns promptly, we can all do our part to keep Lebanon Housing Authority a clean, safe, and comfortable place to call home!

Emergency Maintenance Line Update

Our emergency maintenance line, **615-829-4026**, is now being managed by an emergency answering service. When you access the emergency and connect you to the maintenance mechanic on call, if needed.

Mary Polite

Director of Housing & Property Manager

Upton Heights & Hillcrest

Occupancy1@lhatn.org



Dear Residents,

After 11 ½ wonderful years of serving you, I am writing to share that I will be retiring from my role as Director of Housing/Property Manager effective September 1, 2026. This decision comes with mixed emotions — while I am excited for the next chapter of my life, I will deeply miss the relationships with your families that we have built over the years.

It has been an honor to work with you and to be part of your journey. Your loyalty, support, and collaboration have been invaluable to me, both professionally and personally.

Thank you once again for allowing me to be part of your story. I will always look back on our time together with gratitude.

Wishing you continued success and happiness,

Warm regards,

Mary Polite

Alisa Cottrell

Property Manager

Inman Court, Parkview, Head Homes, & Watertown

Occupancy2@lhatn.org



We're making it easier for residents to contact their Property Manager! If you need to discuss your lease, housing questions, or another matter with your Property Manager, you can now request an appointment by scanning the QR code provided.

Using your device's camera, simply scan the QR code, complete the short

appointment request form, and your Property Manager will follow up with you to confirm your appointment date and time!

Please remember: Submitting a request does not automatically schedule an appointment. Your appointment is not confirmed until you hear directly from your Property Manager.

Appointments are available Monday, Tuesday, Thursday, and Friday during regular office hours. Please note that appointments cannot be accepted on Wednesdays, weekends, or after regular office hours. QR codes will also be available in the lobbies of the Main Office and Inman Court Office for residents who visit the office but are unable to get adequate time with their Property Manager. If your Property Manager is unavailable or you need additional time to discuss your concerns, simply scan the QR code in the lobby to submit an appointment request and ensure you have dedicated, uninterrupted time with your Property Manager to address your needs.

We hope this new option makes scheduling an appointment quick, convenient, and easier for everyone!



Daejah Maklary

Resident Coordinator

Residentcoordinator@lhatn.org



This month, I wanted to highlight a couple opportunities that are available specifically for our residents:

Resume Workshop - In Partnership with the American Job Center

Your resume should be ready before you need it—not after!

LHA is partnering with the American Job Center to host a Resume Workshop exclusively for Lebanon Housing Authority residents at the LHA Main Office.

Whether you are currently job searching, need help creating your first resume, already have a resume that could use some polishing, or are preparing to graduate from high school or college, we encourage you to take advantage of this free opportunity.

Having a polished, complete, and up-to-date resume on hand is important because you never know when an opportunity may come your way. You could unexpectedly find yourself needing a new job, or you could wake up one morning and discover your dream job opportunity is available. Don't let an outdated or unfinished resume become the reason you aren't ready to apply.

Come prepared to ask questions, receive professional guidance, and strengthen your resume so you can feel confident putting your best foot forward when the right opportunity comes along!

Date: Wednesday, September 23rd

Time: 3:30 PM

Location: LHA Main Office; 49 Upton Heights, Lebanon, TN 37087

Lebanon Senior Citizens Center - Tour Day

We're excited to invite LHA residents ages 55+ to join Safety Coordinator Dana "Scooter" Sandefur and myself for a FREE Lebanon Senior Citizens Center Tour Day!

Come discover what the Senior Center has to offer, including activities, outings, opportunities to meet new people, and connections to benefits and other resources. We'll tour the facility, meet current members, and enjoy lunch together!

Getting There

We will meet at the LHA Main Office at 10:45 AM and travel to the Senior Center together.

The Senior Center has a van available for the first 12 residents who RSVP and request transportation. If you are not one of the first 12, you are still welcome to attend and can follow along with us to the Senior Center.

RSVP

Interested in joining us? RSVP as soon as possible by emailing residentcoordinator@lhatn.org or calling 615-444-1872 Ext. 303.

Date: Tuesday, September 22nd

Meeting Time & Location: 10:45 AM at LHA Main Office

Tour Time & Location: 11:00 AM at the Lebanon Senior Citizens Center

Come check it out with us—you don't have to commit to becoming a member. This is simply an opportunity to learn what's available and see if it's right for you!

Scan. Request. Connect.

One of the most important parts of my role as your Resident Coordinator is connecting you with resources, programs, and opportunities that can benefit you and your household. To make that connection easier, I'm excited to introduce the LHA Resident Resource Request QR Code!

The Resident Resource Request QR codes will also be available in the lobby of the LHA Main Office and the Inman Court Office for easy access whenever you need them.



September 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Rent Due	2	3	4	5
6	7 ★ HAPPY LABOR DAY Office Closed	8 Late Fee applied to unpaid rent Interior Pest Control Upton Heights (1-51) & (135-184)	9	10	11  Patriot Day ... NEVER FORGET ...	12
13	14 Office Closed Due to In- Staff Training Interior Pest Control Parkview, Head homes, Watertown	15 Office Closed Due to In- Staff Training	16 Office Closed Due to In- Staff Training	17 Board Meeting 4:00 PM	18	19
20	21 ★ Last day to pay rent before court processing Interior Pest Control Hillcrest & Upton Heights (52-63) & (72-83)	22 ★ Lebanon Senior Citizens Tour Day	23 ★ Resume Workshop & Local Job Exploration	24 ★	25 ★	26
27	28 ★ Interior Pest Control Inman Court	29 ★	30 ★	1 ★	2 ★ Annual Inspections will take place September 21 - October 2	3



What To Do If You Smell Gas In Your Housing Unit

- Take all children & pets and leave the apartment right away.
- Do not use your phone (even a cell phone) on the premises. A phone could create a spark.
- Do not light a match, candle, stove, lighter or turn on a light switch. Do not turn electrical appliances on or off. This could cause a spark that would cause the GAS to ignite.
- Exit the unit immediately, tell your neighbor to do the same if you live in a duplex. Get as far away as possible, and call the housing authority.
- Call the Lebanon Housing Authorities after hours emergency phone line 615-829-4026 only when you are a safe distance away.
- Don't go back into the building or the area until a housing authority representative or emergency on site personnel has informed you that it is safe.

3 WAYS TO PAY RENT

(Rent can be paid using a VISA or Mastercard
Credit/Debit card, Check or Money Order)

1. Online: www.lhatn.org
2. Drop Box Deportirory (outside office)
3. Walk-in