

May 15, 2018

Mayfair Gardens Community Room

Attending: Chairman Josh Howroyd
Lisa O'Neill
Judith Taylor – Tenant Commissioner
Joseph D'Ascoli, Executive Director

Absent: Paul Rubin – Vice Chairman
Timothy Becker

- I. Meeting Called to Order
Chairman Howroyd called the meeting to order at 6:30 pm.
- II. Adoption of Minutes – Meeting of
Ms. O'Neill moved to approve the minutes of April 18, 2018. Ms. Taylor seconded. Motion passed 2-0 with one abstention.
- III. Correspondence - None
- IV. Accounts Payable – No comments from the Board.
- V. Executive Director's Report
 - A. Financial Statements April 2018
Mr. D'Ascoli reported MHA shows a \$136k surplus from all the programs. The Congregate does show a small loss due to 3 vacant units. These units are not being filled as they will be used as swing space for tenants as the Congregate undergoes renovations.
 - B. Vacancy Reports – April 2018
Mr. D'Ascoli commended the maintenance crew and property managers for keeping units leased up in a timely manner.

An RFP went out to fill the vacant maintenance supervisor position. The bids closed May 15, 2018. There were two responses one internal and one external. He will be scheduling interviews with these candidates.
 - C. General Information
 1. Modernization Report
Mr. D'Ascoli updated the Board stating another section of units at West Hill Gardens will be having the roofs replaced and several new ADA compliant showers are being installed.

Mr. D'Ascoli reported he has not had any responses to the RFP that went out to repair some sections of driveway at Westhill Gardens behind the Administrative Office. Mayfair Gardens will have security cameras installed around the property to help protect residents and the property.

An RFP went out to replace several driveways at some of our scattered sites.

2. Update to Revitalization of West Hill Gardens

Mr. D'Ascoli explained he has met with CHFA and today signed paperwork approval to begin the renovation project at the Congregate. He reviewed for the Board the tentative construction schedule to begin on June 26, 2018. The plan is to renovate 3 units at a time and tenants will be moved to swing space units or they may opt to move in with family while their unit is being renovated. Mary Ann Murray, our Resident Services coordinator will be working closely with tenants to make their transition to temporary space as smooth as possible.

3. Letters to Representatives

Mr. D'Ascoli shared reports from Washington that the President is looking to take back \$41m in Capital Funds which will affect our funding for housing subsidies. He will be writing letters to our area representatives to vote against this proposal.

VI. Chairman's Report

Chairman Howroyd requested board members get back to Mr. D'Ascoli ASAP if they are interested in attending the upcoming NERC NARO conference.

VII. Old Business

Chairman Howroyd shared the position of Tenant Commissioner expires this coming November. According to the rules and regulations notice of the vacant position needs to be given no later than August 1, 2018. He will follow up with this.

VIII. New Business – Resolution 2018-8 Authorizing the Executive Director to execute the closing documents with CHFA and Northeast Builders.

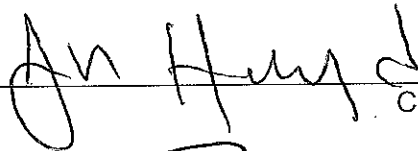
Mr. D'Ascoli requested the Board approve Resolution 2018-8 that the Executive Director be authorized to sign paperwork with CHFA to obtain financing in the amount up to \$3,602,890 for the revitalization and or rehabilitation of the Westhill Gardens Congregate Living Center. Ms. O'Neill so moved, Ms. Taylor seconded. Motion passed 3-0,

IX. Items for Future Agenda - None

X. Executive Session - None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved; Ms. Taylor seconded. Motion passed 3-0 and the meeting adjourned at 6:53 pm.



CHAIRMAN

6/20/2018



ATTEST:

6/20/18