

July 25, 2018

Mayfair Gardens Community Room

Attending: Chairman Josh Howroyd  
Lisa O'Neill  
Paul Rubin - Vice chairman  
Judith Taylor – Tenant Commissioner  
Timothy Becker  
Joseph D'Ascoli, Executive Director

Absent:

- I. Meeting Called to Order  
Chairman Howroyd called the meeting to order at 6:30 pm.
- II. Adoption of Minutes – Meeting of June 20, 2018  
Chairman Howroyd called for a motion to approve the minutes of June 20, 2018. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0
- III. Correspondence - None
- IV. Accounts Payable – June 2018.  
Mr. D' Ascoli shared our books look good.
- V. Executive Director's Report
  - A. Financial Statements June 2018  
Mr. D 'Ascoli stated MHA is looking good to date. Next month we will be showing some higher expenses due to the 2 storms that caused damage to trees and electricity to one of the buildings on Bluefield Drive. Our insurance has a \$2,500 deductible for every claim so we will see what they cover once we have received all the invoices for services.  
  
Question was asked about Congregate and the \$9k surplus. Mr., D 'Ascoli explained we pay the invoices and then get reimbursed from the State.  
  
Mr. D'Ascoli reported the John D'Amelia program is now making money. We will be transferring money to the COCC to cover our office expenses.  
  
Mr. Counihan our fee accountant will be present at the September meeting to review our books prior to yearend.
  - B. Vacancy Reports – June 2018  
Mr. D'Ascoli shared the vacancy report is looking very good. Maintenance and project managers are staying on top of getting units ready to be leased up. The unit on McGuire has HUD approval to be taken off line. This unit is undergoing a major rehab to make it a totally accessible unit. He explained the unit at 247A has been vacant 171 days because we had a person to rent the unit and then they backed out.

Mr. D'Ascoli commended the new maintenance supervisor Dave Daigle for his foresight to getting ready for the REAC inspection which will be in November or December at the Mayfair Garden complex.

C. General Information

1. Modernization Report

Mr. D'Ascoli updated the board on the projects completed

2. Circle of Friends

Mr. D'Ascoli commended MaryAnn Murray on this quarterly newsletter.

3. Update to Congregate Renovations

Mr. D'Ascoli reported the sign is up for the renovation project at the Congregate. Work should begin on August 30. Two residents are moving in with families and the others are moving into the vacant units. We will have a moving company handling the resident's belongings. A model unit will be available for all to see.

4. Update on Storm damages (June 24 and July 3, 2018)

We have had several summer storms that caused damage at West Hill Gardens. Several trees came down and we had to have them removed. One tree knocked down the power lines and we had to rent a generator to restore the electricity to one of the buildings. We will be filing claims with the insurance company to see if we can recoup some of the expenses incurred.

We have a tree service that will be assessing the trees around all of our complexes. They will determine if trees need trimming or need to be taken down.

5. Update on Security Camera's

We have installed two cameras at the Mayfair Garden complex, including around the dumpsters.

6. Advocacy Letters to Congressmen and Senators

Mr. D'Ascoli shared the letters written to our Senators and congressman asking for support to not reduce the funding for housing.

7. NERC-NAHRO Quarterly Newsletter

Mr. D'Ascoli shared this quarterly publication with the Board.

8. CONN-NAHRO 2018 Annual Convention

Mr. D'Ascoli shared the agenda for the convention August 26 to 29. He asked Board members to let him know if they are interested in attending.

9. RFP for Audit Services – Due back on August 24

Mr. D'Ascoli shared he has mailed out REP letters to several Accounting firms. After reviewing the responses received, he will bring recommendations to the Board in September.

VI. Chairman's Report

VII. Old Business

A. Tenant Election Process

Chairman Howroyd shared a letter will be going out to all tenants regarding the election process.

VIII. New Business - None

IX. Items for Future Agenda

A. Audit Report

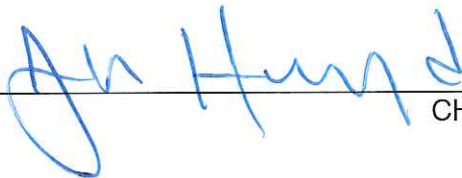
B. RAD

C. NAHRO Conference

X. Executive Session - None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 5-0 at 7:57 pm.



CHAIRMAN

9/19/2018



ATTEST

9/19/18