

June 20, 2018

Mayfair Gardens Community Room

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

Absent: Paul Rubin – Vice Chairman

- I. Meeting Called to Order
Chairman Howroyd called the meeting to order at 6:36 pm.
- II. Adoption of Minutes – Meeting of May 15, 2018
Ms. O'Neill moved to approve the minutes as written; Ms. Taylor seconded. Motion passed 3 -0 with one abstention.
- III. Correspondence
Mr. D'Ascoli shared we received a thank you from MACC Charities for a donation made to them in remembrance of Carol Shanley.
- IV. Accounts Payable – May 2018.
- V. Executive Director's Report
 - A. Financial Statements May 2018
Mr. D 'Ascoli reviewed for the board the financial summary prepared by Mr. Counihan. The COCC is showing a profit of \$115k; Section 8 is absorbing port-ins to bring our numbers up. The SERT program is showing a profit and some of that money will go into the COCC.
 - B. Vacancy Reports – May 2018
Mr. D'Ascoli expressed the good job the maintenance department is doing on getting units ready to be leased up. Question was asked about two units that have not been leased up. Mr. D'Ascoli stated these units had been badly damaged and needed extensive work to get them ready to be leased up.

Another question was asked about past due rents and repayments. Mr. D'Ascoli explained the property managers notifying tenants when they have not paid their rent. Out resident service coordinator Mary Ann Murray is following up with those tenants to see what the issue is with them being behind on their rent. If the tenant has not entered a repayment agreement or caught up on the past due rent, it is handed over to our attorney. Suggestions are made through the court system to possibly have the tenant sign up for ACH payment of their rent. If this is not agreed upon then we start the eviction process.
 - C. General Information
 1. Modernization Report
Mr. D'Ascoli updated the board with several projects starting and being completed. Several roofs at West hill Gardens are being worked on; new electrical panels will be

installed at Mayfair Gardens. An RFP went out for replacing several driveways at some of the scattered sites. Unfortunately, we have not had any responses due to the fact that the job is too small for some contractors. Suggestion was made to perhaps bundle several jobs or getting a paver to contract with us for 2 years handle our paving needs, like what we do with flooring.

2. Final Audit Report for FYE September 30, 2017

Mr. D'Ascoli reported we are in good shape. There were some minor issues and they have been corrected. He told the board on a monthly basis he will randomly review 10% of the files to check to see if procedures are being followed.

3. Congregate Project

Mr. D'Ascoli reported on the Congregate project. The start date was scheduled for June 25 but due to some unforeseen issues that required changes the date has been pushed back to August 25. He explained one of the issues was with the energy efficient windows. The style that had been selected had cranks and not the double hung style that tenants can push up to open. This changed caused a delay and the cost of the windows is more. After a discussion with the contractor, we have decided to do a "model" unit. This way we can be sure what we have chosen for flooring, cabinets, counters is what we want.

VI. Chairman's Report

Chairman Howroyd shared he and Mr. Becker will be attending the upcoming NERC NARO conference. They will report back to the board at the next meeting.

VII. Old Business - Tenant Commissioner Election Process

Chairman Howroyd shared the process for electing a tenant commissioner requires post cards be sent to all residents asking if anyone is interested in running for this position. If there is a response the tenant will be given a petition to get signatures to be put on a ballot.

VIII. New Business

Chairman Howroyd called for a motion to add to the agenda 4 items under New Business, Resolutions 2018-13, 2018-14, 2018-15 and 2018-16. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 4-0.

A. Resolution 2018-9 - PHA Annual Plan

Mr. D'Ascoli explained to the Board that MHA has to submit to HUD for approval of their Annual Plan but HUD has not released the financial figures. He is requesting the Board approve the report he has drafted. Ms. O'Neill moved to approve Resolution 2018-9; Ms. Taylor seconded. Motion passed 4-0.

B. Resolution 2018-10 – Carpet & Vinyl Flooring Services

Mr. D'Ascoli reported he send out an RFP to for carpet and vinyl flooring services. Only two responses were received. One from the current company and Carpet Works from East Hartford. Mr. D'Ascoli is requesting the board approve a two-year contract with Carpet Works. Ms. O'Neill so moved; Ms. Taylor seconded. Motion passed 4-0.

C. Resolution 2018-11 – Disposal of Equipment

Mr. D'Ascoli is requesting the Board approve disposal of computer equipment that is out dated. Ms. O'Neill so moved; Ms. Taylor seconded. Motion passed 4-0.

D. Resolution 2018-12 – Section 8 HCVP Updated Utility Allowance Schedule

Mr. D'Ascoli said each year we update the Utility allowance schedule to be used for tenants. We use the same schedule from the CT Department of Housing. Ms. O'Neill so moved; Ms. Taylor seconded. Motion passed 4-0.

E. Resolution 2018-13 – Congregate 2018-2019 Budget

Ms. O'Neill moved to approve Resolution 2018-13. Ms. Taylor seconded. Motion passed 4-0.

F. Resolution 2018-14 – Spencer Village I & II accept applying for and accepting a loan from TD Bank

Mr. D'Ascoli explained MHA is waiting to hear from HUD how much of the \$2m request will be approved. He wants to have a back-up plan for monies not approved but required to complete the renovation project for Spencer Village. The amount is not to exceed \$750. Ms. O'Neill so move; Ms. Taylor seconded. Motion passed 4-0.

G. Resolution 2018-15 - Spencer Village I & II Enter into a long term capital Lease

Mr. D'Ascoli noted we could borrow this money from the Manchester Housing corporation, the not-for-profit we formed. Mr. Becker so moved; Ms. O'Neill seconded. Motion passed 4-0.

H. Resolution 2018-16 - Spencer Village I & II Enter into short term construction loan

Mr. D'Ascoli explained the \$56 k money will be reimbursed once we start receiving credits from the electric company for our solar field. Mr. Becker so moved; Ms. Taylor seconded. Motion passed 4-0.

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 4-0 at 8:13 pm.



CHAIRMAN

7/25/2018



ATTEST

7/25/18