

**Housing Authority of the Town of Somers
Regular Meeting
Thursday, July 22, 2010 – 6:30 p.m.
Woodcrest Community Room – 71 Battle Street
Agenda**

1. Call to Order

The meeting was called to order at 6:40 PM

2. Attendance

Mary Lou Hastings, Bob Landry, Bob Pettee, David Pinney, Diane Yensen, Brooke Hawkins (WINN), Brian Lemire (WINN), Harvey Edelstein (REDI)

3. Old Business

3.1. Construction Meeting(s) Report

3.1.1. Update on any outstanding building issues

Punchlists generated by the architect and developer have been addressed and the project is being closed out. Any repairs attributable to construction are being handled as warranty items. The difficulty in establishing a tight fit for all exterior doors continues to be addressed by making individual adjustments, but these are not always completely satisfactory. REDI will press the contractor for more comprehensive solution if necessary.

It appears that there have been several lightning strikes impacting the property. Bob Pettee and Harvey will review with CL&P and the contractor regarding causes and protection devices.

3.1.2. Update on completion of final 23 units

Included in 3.1.1.

3.2. Management of Property (WINN)

3.2.1. Apartment Rental – Update

Applications in on last of rebuilt units. If approved, expect final move-ins by Aug. 1, with last one for Aug 15.

3.2.1.1. Lease renewal recertification and possible rent increases

Brooke continues to work with residents as their lease renewals approach. Some of the first residents to come to Woodcrest as new tenants following completion of 71 Battle St. are coming up for renewal in October. After discussion it was decided that WINN and REDI will review expenses for operations and recommend possible increases in the rents charged for new applicants. Lease renewals will continue to include a 3% increase in rent as long as the renewed rent does not exceed the rent being charged to new applicants.

3.2.2. Review of 2010 operating budget

August will be the first month anticipating full rental income as budgeted. With completion of the construction phase, it will also be the first month wherein operations will have to begin monthly debt service on the permanent mortgage of \$800,000 as well as required contributions to reserve funds that will be used for long-term and large scale maintenance and repair.

3.2.2.1. Preview process for developing budget for 2010

Brian and Brooke have begun developing an operating budget for next year. WINN and REDI will have a draft budget for 2011 ready for the September meeting of the board.

3.2.3. Resident Services Personnel – Update

In anticipation of full rent revenue, WINN has been reviewing candidates for a part-time resident services coordinator. Direct support to the residents will be the first priority of the position, but it will also provided assistance to general management functions.

While discussing needs of the residents, it was decided to schedule the next set of meetings between residents and the board for August 26. Residents at 71 Battle would meet at 2:00 PM and those at 63 Battle would meet at 3:00 PM. The monthly board meeting would follow the resident meetings.

3.2.4. Review status of lease violations and eviction actions

The one active eviction case is in negotiations between lawyers representing the resident and Woodcrest. Critical action steps are scheduled for July 23 and 26.

3.2.5. finalize a plan for numbering parking spaces

Discussion regarding identifying and assigning specific parking spaces for residents revealed that most of the conflicts over parking arise from visitors using spaces residents typically use. It was decided that visitor spaces will be designated and visitors restricted to just those spaces. All other spaces will be reserved for residents, but they will not be individually assigned. Residents needing handicapped accommodations can review those needs with the manager.

3.2.6. review form 8609 to confirm in compliance

Brian needed a confirmation on how to address one aspect of this compliance report and received the necessary information form Harvey.

3.3. Update on Phase II and associated LIHTC application.

It appears that only four projects will be funded within this latest round and Woodcrest did not make the cut. Harvey reported that standards for a critical criterion were being changed for the next round five months from now that would make our application more competitive. In the meantime, we have some predevelopment funding in place that will enable limited activity to prepare plans and future funding applications.

3.4. Develop plan for dedication ceremony

The board decided to anticipate a dedication ceremony for Phase I for September. Final details will be determined at the next meeting.

3.5. Use of gas grills by residents

Brooke reported that neither fire codes nor insurance coverage provisions prohibited use of gas grills by residents. With that info in hand, it was decided to allow residents to own and use gas grills as long as they kept them at least five feet from the building when they operated them.

4. New Business

A question was raised about signage that would show visitors where units were located and where visitor parking was allowed. Harvey will prepare information for such a sign.

5. Approval of minutes from June. 26, 2010

It was moved (Pettee) and seconded (Yensen) and unanimously supported to accept the minutes of the previous meeting of June 26 as drafted.

6. Resident Questions/Concerns (Mary Lou Hastings)

Mary Lou noted that someone had place a number of plastic flamingos along the back of the grass on part of the property at 63 Battle. Some residents like them and would like to see them stay. The commissioners and management were clear though that given complaints that arise from some residents' efforts at outside decoration, the policy would have to be that no outside adornment could be allowed, with the exception already made that residents could plant flowers outside their doors or install a hanging basket.

7. Other

Nothing else raised

8. Adjournment

The meeting adjourned at 8:45 PM.

Respectfully submitted,

David Pinney, Chairman