

**Housing Authority of the Town of Somers  
Minutes Special meeting November 4, 2010  
Woodcrest Community Room – 71 Battle Street**

1. Call to Order

Called to order at 6:30

2. Attendance

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

3. Old Business

3.1. Construction Report

3.1.1. Update on warranty issues

3.1.1.1. Some residents are experiencing trouble completely closing and locking windows.

The problem may be in the spring balance mechanism that at times does not keep the upper sash in place. Harvey will have ALCA review the windows.

3.1.1.2. It was noted that the hot air heaters do start up blowing cooler air with some residents finding this uncomfortable. Discussion ensued regarding the pros and cons of returning to electric heat for Phase II. Propane does impact the cash flow for residents who in the past, if they received heating assistance grants, saw all of the their electric bill at times covered by the grants, but propane is much less costly for heating the units.

3.1.1.3. exterior doors

Bob Pettee and David Pinney are pursuing the manufacturer of the exterior doors and an independent inspector to confirm correct installation of the doors at 63 Battle.

3.1.1.4. Commissioners inquired about other work orders in regard to separating warranty issues from general maintenance. Brooke will provide a report on work orders as a regular part of the Commission's meetings.

3.1.2. Plans for \$100,000 in state tax credit funds

A permanent entrance sign, a generator for 71 Battle able to keep the building operating, and additional storm doors are among the projects that have been discussed for funding with the recently awarded \$100,000 in state tax credits. Harvey will call a job meeting with the architect and contractor to firm up costs and specify work to be done.

3.2. Management of Property (WINN)

3.2.1. Apartment Rental – Update

3.2.1.1. There is currently one apartment vacant, but Brooke has people looking at it. While the waiting list is relatively long, each apartment is designated for a particular income category, so not everyone on the waiting lists is eligible for every opening.

3.2.2. Review of activities and issues of concern

3.2.2.1. Residents at 71 Battle would like fob activated doors at all entrances, or at least for the west doors closest to the mailboxes. Harvey will review cost options of adding

fob controlled equipment for another door versus moving the equipment from the front door to the west door.

- 3.2.2.2. Brooke continues to have problems with prospective residents coming to the office at 71 Battle and not being able to park conveniently near the front entrance. Harvey will speak with ALCA about some gravel to create a temporary parking area along side the driveway opposite the front door.

### 3.2.3. Review 2010 operating budget

- 3.2.3.1. Net cash flow for the most recent month was positive in the amount of \$10,000. Much of this variance resulted from having all apartments rented while the budget anticipates a vacancy rate of 5%.
- 3.2.3.2. Brian noted that the budget WINN has for the current year does not provide for insurance premiums or debt service, but that these items are being covered and a positive cash flow is anticipated at year end (Dec. 31). The primary property coverage policy came up for renewal recently and while WINN did renew in order to maintain coverage, they will seek alternative bids.

### 3.2.3.3. Preview budget for 2011

Brian, Harvey and Mary Stoddard of SunAmerica are completing the details of a budget proposal for 2011. They expect to review it with the commissioners at the next meeting.

### 3.2.4. Resident Services Personnel – Update

Existing candidates for the position have not worked out, so WINN is actively advertising the position again.

## 3.3. Update on Phase II

Harvey reviewed funding options for Phase II. While changes in the use of HUD 202 funds that would enable tax credit financed properties like Woodcrest to be eligible for support, adoption of those changes is probably two years away. Also, changes in the criteria for 9% tax credits are shifting the emphasis toward supporting housing that represents renewal of urban centers, mixed use, walkability, and access to public transportation. Woodcrest will not be able to compete successfully under these conditions. That leaves the non-competitive 4% tax credits as the only option. These credits do not generate as large an investment from the purchasers of the credits, so more of the financing has to come in the form of permanent debt. This raises operating costs, but Harvey's budget projections anticipate being able to proceed with Phase II on this basis and still commit 13 of the 60 additional units to households earning less than 25% of the area median income. While this is far fewer than the commissioners want to see, they were agreeable to proceed, with the goal being to manage the combined Phase I and Phase II facilities so as to capture all potential efficiencies and thereby continue to be able to serve more of the lowest income group.

## 4. New Business

### 4.1. Set date for Residents' Holiday Party

Management and the commissioners will sponsor and organize a holiday party with the residents on December 10<sup>th</sup>.

### 4.2. Recording secretary

Bob Pettee asked that we determine the cost of hiring a recording secretary to take minutes at our regular meetings.

4.3. Activities between meetings.

Diane Yensen raised a concern that items coming up between meetings requiring financial transactions for signing checks or making deposits as well as documents requiring signatures from the owners of the property were not being handled in a consistent manner. Bob Landry as treasurer will handle the financial activities, with David Pinney as a backup if he is not available, and David Pinney as chair and president of the general partner's board of directors will review and sign off on documents as required. Any matters, financial or otherwise, arising between meetings will be brought to the next meeting for consideration by the entire board of commissioners.

4.4. Bob Landry has been looking at used golf carts as a means of providing some transportation support around the property. While capacity would be limited to four people, it would still be useful in many situations and is common equipment on larger rental properties. Bob will firm up options and costs.

5. Approval of minutes from September. 23 , 2010

Motion by Bob Pettee with second by Marylou and unanimous support from the members to adopt the minutes of the meeting of September 23, 2010, as written.

6. Resident Questions/Concerns (Mary Lou Hastings)

Marylou noted that any items she might have had had been discussed already during the meeting.

7. Adjournment

The meeting adjourned at 8:45 PM.

Sincerely submitted by

David Pinney, Chair