

**Housing Authority of the Town of Somers
Meeting August 19, 2014 – 2:00 p.m.
Woodcrest Community Room – 71 Battle Street
Agenda**

1. Call to Order ge

Called to order at 2:00

2. Attendance

Marylou Hastings, Ellie Lally, Robert Landry, David Pinney; Brooke Hawkins, Bruce Whitaker

3. Discussion with individual residents

Eileen Fedorowich: in regard to last month's meeting in which reference was made to after hours maintenance: do they have keys to access, can they access if resident not there, are they bonded? Brooke explained that there are two people who respond after hours. They do have keys but respond only when instructed by management; they are covered by Woodcrest's insurance which includes coverage for theft and other liability issues.

Another question was raised on this topic, claiming that these individuals were involved in some maintenance work and entering when resident not home. Brooke will speak with a particular resident who wants to make sure she is present whenever work is done.

Question raised regarding date of a residents meeting? The board is planning to set one up in the early fall, but specific date has not been determined.

Pat Boudreau: inquiring about maintenance items she raised at last month's meeting: a washout, cleaning eaves, trees crowding walks, measurements on patios, clothesline replacement, some appliance concerns. Pat was encouraged to review these with management.

4. Old Business

4.1. Management of Property (WINN)

4.1.1. Apartment Rental ó Update

Noting 19 turnovers this year; seven units are in transition of these three are under contract; feeling better about finding tenants. Bruce's office called everyone on the waiting list and this has generated interest and applicants

4.1.1.1. Review plans and prospects for retaining 25% units in Phase I

None of these units are currently 25% units.

4.1.2. Review work orders

No written report. Typical activity for the most part; a refrigerator issue that required bringing in outside repair service in order to satisfy tenant. Suggestion to review at tenants' meeting working with thermostats and leaving messages for Brooke.

4.1.3. Review of activities and issues of concern

4.1.3.1. Update on items reviewed by Bob Socha

Harvey was going to be reviewing with Bob but Harvey not present.

Ellie noted residents would like to know what progress and activities are going on in regard to areas of concern. This would be done at resident meetings and maybe in monthly newsletter.

4.1.4. Review Financial Reports

4.1.4.1. Monthly review of current budgets and actual expenses

Bruce distributed reports; focused on report on payables as bottom line reflection of how cash flow is going. Phase I show reduction of outstanding payables but Phase II not as much. Both rose during heavy snow removal expenses; both are experiencing higher maintenance costs because of many vacancies requiring turnover expenses for materials and labor; both also each paid \$4000 more for annual audit. Bruce will include a current month cash flow report in subsequent reports.

4.1.4.1.1. Review of benefits provided to employees

No change

4.1.5. Review Resident Services Coordinator's activities

Fran has been assisting Brooke in a number of ways as well as continuing her activities for residents. Marylou noted she is not spending office time at 63 and people miss that. She does respond to specific request for service and schedules individual appointments. Energy assistance applications will be starting in September. She is planning to schedule two days a week to them.

4.1.6. Staffing Woodcrest's office

Reviewed Maureen's suggestion regarding bringing in a temp with the possibility of bringing that person on as a permanent employee. Brooke needs to identify the specific functions she would want temp to take on. It would likely be less than 20 hours a week.

4.2. Other

5. New Business

5.1. Other

6. Approval of minutes from July 15, 2014

Eileen Fedorowich submitted suggested additions to minutes from last month's meeting. They included correcting the spelling of Ms Fedorowich's name, including in the minutes the concern she had raised about reseeding lawn areas damaged by last winter's snow removal efforts, and clarifying that Patrick Budano was the resident identified as working with phase II cottages to review individual residents' outside landscaping enhancements. Marylou moved, Bob seconded and it was unanimously agreed to accept the minutes with the recommended changes.

7. Resident Questions/Concerns .

Are the gutters being cleaned: twice a year. Still some concern that some are not pitched properly. Bob Socha might look at this.

Non residents walking their dogs on the property. Not finding much recourse. Maybe our resident keyholders could address them

8. Adjournment

3:45

Respectfully Submitted

David Pinney