

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING, APRIL 10, WELLS RUN

Called to order at 1:04 PM by Chairperson Barbara Spring.

Commissioners present: Barbara Spring, Sandra Becker, Bob Miller, Harry Colvocoresses and Don Hill of D & H Management. Judd Milani was absent

Minutes for the March 27, 2012 meeting were presented. Sandra Becker motioned to accept the minutes as presented. Bob Miller seconded. Motion passed.

Bills and Communications:

A letter was received from our contact person at CHFA, Wilma Ramos stating that our next property visit is scheduled for 2014. We received notice that the Litchfield Country Board of Realtors will be presenting its annual Equal Opportunity in Housing Program on Thursday, April 19, 2012 at 7:00 PM at Cornucopia in Torrington. CONN-NAHRO will be presenting their Maintenance Extravaganza April 17, 2012 8:30 AM to 4:00 PM in Wallingford, CT.

Private Grants:

Sandra Becker reported that there was some confusion with the packets mailed to the Seherr-Thoss Foundation and the end result is they have a new application form that needs to be filled out and returned without delay.

Treasurers Report:

Bob Miller had nothing to report at this time.

Managers Report:

Don Hill reported that there are no vacancies at this time. Other items discussed was the possibility that some residents might be in violation of their lease by allowing others to stay in their unit who are not on the lease. A letter needs to be sent to all residents stating the seriousness of this violation and that eviction will be pursued for those in violation. Included in that letter will be a reminder that the pull-offs are for short-term unloading groceries, picking up or dropping off people. Those parking there long term may be subject to towing at their expense. It was also noted that the locks to the community room need to be changed so they lock automatically. Barbara Spring discussed taking a picture in front of the sign regarding the grant for the upgrade at Wells Run. After discussion it was decided to get quotes for painting the hallways at Bantam Falls.

Financial Reports:

Nothing to report at this time.

Unfinished Business:

- a. Harry Colvocoresses reported that the legal / insurance issue is winding down. He is still working with the insurance company in an effort to receive as much as possible to cover the costs.
- b. We have not received the check from FEMA yet.
- c. The issue of the security cameras is on hold at this time.
- d. Harry Colvocoresses invited Janet S. Wortman, C.P.A. to the meeting to share her thoughts with regard to our quarterly reports to CHFA and possible changes with our accounting system. She will work with Maletta & Company regarding starting balances and look to changing software in the future which will help look at the finances of the two complexes independently.
- e. We are waiting for a quote from D.J. Hall for repairs to the decks and supports.
- f. We have yet to hear from CHFA regarding withdrawals from the APTS account.
- g. The repair to the copy machine is pending.
- h. Maletta & Company will picking up the information for the audit this week.
- i. The contract with West State expires in November. In a few months we will interview other HVAC companies.
- j. The water main at Wells Run is pending.
- k. Bob Miller is monitoring the electrical usage at Wells Run and suggests that in the near future we should ask the advise of people in the heating field for their thoughts regarding energy conservation in the community room and surrounding areas.
- l. After reviewing MacGray's proposal Bob Miller motioned to enter into an agreement with MacGray to remove the old washers and dryers from Wells Run and Bantam Falls and install new commercial washers and dryers at both locations per their proposal. Sandra Becker seconded the motion. Motion passed.
- m. The expiration date of the oil contract with Bantam Fuel for Bantam Falls is June 30th.
- n. Jack Healy was not able to attend the meeting to provide an update.

New Business:

None

Harry Colvocoresses made a motion to adjourn. Sandra Becker seconded the motion. Motion passed.

Meeting adjourned 3:21 PM Don Hill, Property Manager

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