

LITCHFIELD HOUSING AUTHORITY
SPECIAL MEETING JANUARY 15, 2013 WELLS RUN

Called to order at 1:02 PM by Chairperson Barbara Spring.

Commissioners present: Barbara Spring, Cheryl Stoughton, Sandra Becker, Bob Miller, and Executive Director Jim Simoncelli Jr.

Minutes of the previous meeting on December 11, 2012 were presented. Sandra Becker motioned to accept the minutes. Barbara Spring seconded the motion. Motion passed.

Maintenance Report:

Jim Simoncelli Jr. reported that apartment F2 was complete except for the rug needing to be washed. He said that he will get someone in to clean the rug as soon as possible. Jim also brought up a concern that the water heater in F2 was an original water heater and thought that it should be replaced before a new resident moves in. Bob Miller made a motion to replace the water heater in F2. Motion was seconded by Sandra Becker. Motion Passed.

Tenant Commissioner's Report:

Cheryl Stoughton reported that there are 3 vacancies at Bantam Falls. She also reported that unit #36 is almost complete and will soon be ready to rent. Jim Simoncelli Jr. reported that the resident in unit #22 says that the dog in unit #23 constantly barks and keeps him up at night. The board will offer him the ability to move to another unit at Bantam Falls. Jim Simoncelli Jr. also receive a complaint about the use of the laundry room. The complaint consisted of; over loading machines and residents not taking care of their clothes in a timely fashion. Jim will be sending a notice out to all residents of Bantam Falls about responsible use in the laundry room.

Bills and Communications:

Bob Miller will sign check next week at our regular meeting.

Private Grants:

Sandra Becker reported that the Seherr-Thoss deadline is April 1, 2013 for consideration May 1, 2013. Board wants to apply so we can complete the appliance purchases of the ranges at Bantam Falls. Jim Simonelli Jr. Will go to each unit at Bantam Falls to check who has a new stove and who has an old stove.

Report of Manager:

Jim Simoncelli Jr. met with CPA Janet Wortman and she is helping him get payroll and vendors set up in Quickbooks. Jim will also send her all info she needs to complete the final quarterly report. Jim Simoncelli Jr. will also begin to purge the waiting list and create a new application used for both Bantam Falls and Wells Run.

Financial Report:

Board members looked over Don Hill's December and end of the year financial report. Recertification notice will be sent out February 1, 2013 with instruction on what information will be needed and it should be returned by March 1, 2012. The rate change based on the

recertification will be completed by April 1, 2013 and those rate changes will go in affect May 1, 2013.

Site Inspection:

No inspection at this time

Unfinished Business:

- a) Painting at Bantam Falls – Jim Simoncelli Jr. handed out the proposal submitted by Craig Simons. A decision on painting Bantam Falls was tabled to the next meeting.
- b) Carpet Pricing per Unit at Bantam Falls – Jim Simoncelli Jr. Handed out a proposal submitted by Weigold Carpeting that contained to prices for two type of carpet. Jim Simoncelli Jr. will put that information on file to be used when an apartment needs a new carpet.
- c) Alarm System at Bantam Falls – Nothing to report at this time.
- d) Insurance/Pets/Liability – Nothing to report at this time.
- e) Smoking in Units for Medical Reasons – Nothing to report at this time
- f) Gutter Guard for Bantam Falls – Motion made by Bob Miller to accept gutter guard proposal. Motion seconded by Cheryl Stoughton and voted down by the board.
- g) Ladder for Oil Tank at Bantam Falls – Bob Miller will gather information on ladder and bring to our regular meeting on January 22, 2013.

New Business

- a) Bantam Falls Furnace – Bob Miller made motion to accept J+M Plumbing proposal. Motion was seconded by Sandra Becker. Have Mark of J+M Plumbing create contact based on \$4,800 proposal
- b) Waiting List – Jim Simoncelli Jr. will start to purge the list
- c) Up To Date Rules and Regulations – Don Hill sent Jim Simoncelli Jr. up to date rules and regulations and the most up to date lease.
- d) On-Site Insight Inspection – Jim Simonelli Jr. reviewed with the board the On-Site Insight Inspection that was conducted on January 8, 2013. Dave Jackson, the representative from On-Site Insight will be sending in a report for the boards review within the next couple of weeks.

Barbara Spring made a motion to adjourn. Motion seconded by Bob Miller. Motion passed.

Meeting adjourned 3:35 PM

Jim Simoncelli Jr., Executive Director