

GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting

May 16, 2013

Minutes

MEMBERS PRESENT: Deborah Salem, Ann Condon, Dana DelGrande, Veronica Cunningham

MEMBERS ABSENT: Ariane Blanchard

OTHERS PRESENT: Barbara Heaphy

The meeting was called to order by Deborah Salem at 2:16 p.m.

Minutes:

Dana made motion to accept minutes of the April meeting. Deborah seconded it. All members voted in favor.

Check Register:

Ann Condon asked what the "deferred" check was for. Barbara explained that it is the employee retirement contribution. Deborah asked how we made out with the plowing this season. Barbara said it worked out very well. We paid O'Brien the seasonal rate in four installments instead of per storm which was to our advantage. Motion made by Dana, seconded by Deborah to approve the April check register. All members voted in favor.

Executive Director's Report:

Applications on file have slightly increased. I have one vacancy at Brookside Manor and there is someone lined up for it. Lease up date has been delayed because the hot water heater started leaking and it has done some damage to the wood floor. Also, the hot water heater will be replaced at a cost of \$400.00. They are energy efficient. Accounts receivable is low this month. The tenants that owe are either on payment plans or pay later in the month per my approval. The past tenant, who owes and hasn't been paying, appeared in court after she was issued a capias. She had a money order for \$300.00 and agreed to a payment plan of \$50.00 a month.

Brookside Manor Sitework:

The official start date is Monday, May 20th. It was held up due to permit delays but is now ready to go. Tenants have been notified that they are looking forward to new sidewalks, parking area and additional lighting. I gave each tenant a notice when I inspected their apartments recently. The inspections went very well for the most part. There were a few housekeeping issues but overall, the apartments are very neat and clean. Also, at Brookside, the back storm doors are currently being replaced with funds through a health and safety initiative. Tenants are pleased with that as well. This particular job was estimated to cost under \$10,000.00 therefore it did not go out to bid. I sent out letters to several local contractors inviting them to bid. I used the lowest bidder.

Dewey Court MOU Approval:

The signed documents have been submitted to DHCD: Management Agreement and Memorandum of Understanding. We are waiting for final approval. Brad is in contact with DHCD to get this finalized so we can begin July 1, 2013.

Board Elections:

Deborah would like to continue as Chairman. Dana would like to continue as Treasurer. Ariane was nominated for Vice-Chairman. Barbara is Secretary. After Ariane agreed by phone to be Vice-Chairman, Veronica made a motion to accept the slate of officers. Dana seconded it. All members voted in favor.

Financials:

Ann asked if the financials could show the specific unit number in which vacancy repairs are performed. Barbara will ask Sue if this can be done.

Truck repairs that cost \$2210.13 included brake rotors, pads, ball joints, shocks, oil change and starter assembly. We use Apex Motors but will get prices from other mechanics. We will look into Steve's, John's and Stockbridge Motors.

Community Garden:

Greenagers will be here planting vegetables this upcoming weekend. Thanks to Ariane, this group is volunteering their time and has donated the seeds as well. Also, the Great Barrington Garden Club will be helping the tenants at Brookside with their flower gardens. Veronica mentioned it would be nice to plant some flowers in the Courtyard at Flagrock as well. Maybe the garden club would help.

Window Washing:

Ann asked if we have the windows washed in the spring. Maintenance washes the ones in the community room each spring.

Motion made by Deborah seconded by Veronica to adjourn at 3:03. All members voted in favor.

Next meeting is June 20, 2013