

Housing Authority of the Town of Windsor
Board of Commissioner's
Regular Meeting
Wednesday, March 20, 2024, at 1:00 p.m.
Community Room, Shad Run Terrace
Unapproved Minutes

1. Call to Order:

Commissioner Freeman called meeting to order at 1:07 pm

2. Roll Call

Present: Commissioner Engelmann, Freeman, Jaamal, and McKay

Commissioners absent: None.

WHA Representative: Maria DeMarco

WHA Property Manager, Darlene West

3. Approval of Minutes: February 28, 2024

Commissioner Freeman made a motion to approve the minutes of the February 28, 2024 meeting. Commissioner Jaamal seconded. *Motion approved unanimously (4-0-0).*

4. Report Tenant Commissioner

Discussed the Tenants not calling the Police upon theft (bicycles have been stolen) of personal property at Millbrook.

5. Chair Report.

Spoke about possibility of upcoming improvements to the landscaping for properties thru obtaining grants for the improvements. Recap of the Press Conference held at Shad Run regarding the Grant rec'd.

There is a vacant Commissioner seat left by the late Commissioner Jefferis.

6. Financial Report

Maria DeMarco gave an overview of the Financials, explained details to the Board and answered questions asked. Commissioner Freeman requested a copy of financial report be emailed to each Board member for review prior to the meeting. Maria explained the Current Budget has not been finalized and that the figures shown are place holders until there is an approved budget. Explained that the overall financials are stable, and that an account reconciliation is in process. Maria DeMarco will submit the 2023 Year-end report directly to the Board members, prior to the next meeting.

Motion was made by Commissioner McKay to accept the financial report as reported with the motion seconded by Chairperson Engelmann. Motion approved unanimously (4-0-0).

7. Management Report

Occupancy at all properties is up @ approximately 90%.

Open Waitlists : Fitch Court has approximately 175 individuals

Millbrook Village has approximately 232 individuals

One Tenant will be going to Legal (Eviction process) if there is no response to our demand letter and payment of delinquent rent.

Delinquencies balances are coming down slowly for all properties' Tenants are being encouraged to make payment arrangements.

Windsor Fire Department completed unit inspections, for Shad Run and Millbrook Village making referrals to "Elder Protective Services" for tenants with poor living conditions, and/or hoarding situations.

Requesting a much-needed Generator for Fitch Court, Commissioner Freeman stated that estimated cost to around 100k, WHA will be looking into options.

Landscaping (Spring Clean-up), re-seeding and removal of tree limbs for all properties is part of Spring Clean-up.

Shad Run Terrace Project, received grant for improvements to property, will start with the exterior improvement: Doors, Windows, Roof. Four (4) units will be offline as transition housing. The offline units are eligible to receive vacancy loss .

8. New Business

i Guaranteed Roofing's bid includes a twenty (20) year guarantee, repairing partial roof, adding decking, water proofing, painting, drainage alignment. Estimated start date May 2024.

Motion was made by Commissioner McKay to accept Guaranteed Roofing's bid of \$539,927.
Motion seconded by Chairperson Engelmann. Motion approved unanimously (4-0-0).

9. Old Business

ii **Resolution of Rental Increase 2024:** March 20, 2024

Commissioner Freeman moved to approve the Rental Increase for 2024. Commissioner Engelmann seconded. Motion approved unanimously (4-0-0).

10. Adjournment

Commissioner McKay made a motion to adjourn the March 20, 2024, meeting. Commissioner Engelmann seconded. Motion approved unanimously (4-0-0).

With no further business, the meeting adjourned at 1:59 pm.