

Oxford Housing Authority

Regular Board Meeting

April 27, 2018

Call to Order - The meeting was called to order at 2:30 p.m. by Commission Chairman Burns prior to the pledge of allegiance.

Attendance - Present: Commission Chairman Bill Burns, Commissioners Elaine Barrett, Peter Aiksnoras, and Bob Peck. Also present was David Keyser and Kevin Brown (Property Manager).

Additions to the Agenda - There were none.

Minutes – There were no corrections. Commission Chairman Burns entertained a motion to accept the March 23, 2018 minutes as stated. Commissioner Peck made a motion to accept the March 23, 2018 minutes as stated, and was seconded by Commissioner Aiksnoras. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor, with one abstention; Elaine Barrett was not present at the March 23, 2018 meeting.

Audience of Citizens - Tenants present: Virginia Sobolisky, Mary Lee Bachhuber, Helen Jurgens, Lou Anne Evon, Virginia Keane, and Gary Blow.

Correspondence -- There was none.

Treasurer's Report - Commissioner Aiksnoras gave his report for March as follows:

Petty Cash: \$100

Operating Cash: \$91,109.46

Stiff Account: \$204,630.22

Total Cash: \$295,739.68

Commission Chairman Burns entertained a motion to accept the March treasurer's report. Commissioner Barrett made a motion to accept the March treasurer's report, and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Commission Chairman Burns entertained a motion to close the third bank account they currently have open with \$17 in it. Commission Chairman Burns made a motion to close the third bank account they currently have open with \$17 in it, and was seconded by Commissioner Aiksnoras. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Management and Budget – There is currently one vacancy at Crestview Ridge; Unit E34

- There are 69 people on the elderly waitlist and 18 people on the elderly disabled waitlist.
- There were no unit inspections during this period.
- During this period, there were 14 work orders that have all been completed. It took a total of 6 days with an average of 1 day to complete.
- During this period, the annual tenant recertification process is continuing.
- Kirk Product Company performed an inspection on the fire extinguisher throughout the whole Crestview Ridge community.
- Bullock Access performed an inspection on the Elevator Lift. Everything is running well.
- Radovich Builders installed new fan motors into the bathroom vents fans for all the units.
- The Natures Edge has begun the installment of the new window shutters. They estimate it will take about a week.
- On April 25, 2018, there was a Tenant and Management Meeting. The following items were discussed:
- A memo was sent out because it was discussed that the tenants would like the whole community to be notified about the importance of breaking down cardboard boxes before putting them in the recycling bins.
- It was requested that the outside water source be turned on. It has been turned on.
- The week of April 29, 2018 the A/C covers will be removed.
- A memo was sent out to the tenants to make sure all outer entry/ exit doors are locked at night.
- It was requested that some of the benches on the Crestview Ridge property be moved and replaced, as some of the benches are beyond repairing.

Old Business – Management never heard back from the people who were supposed to provide them with a quote for automating the doors. Commission Chairman Burns will contact him today.

- Commission Chairman Burns entertained a motion to pay the final 2 invoices from 2015 to Silver- Petrocelli in the total of \$2,695. Commissioner Aiksnoras made a motion to pay the final 2 invoices from 2015 to Silver- Petrocelli in the total of \$2,695, and was seconded by Commissioner Barrett. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.
- A memo was sent out to give everyone the After-hours emergency telephone number in case of a maintenance emergency.
- There is no news on the parquet floors.

New Business – Commission Chairman Burns entertained a motion to order 4 new benches to replace the old ones at a cost not exceeding \$2,000, and also to keep the 4 old benches and have them refurbished. Commissioner Aiksnoras made a motion to order 4 new benches to replace the old ones at a cost not exceeding \$2,000, and also to keep the 4 old benches and have them

refurbished; this was seconded by Commissioner Barrett. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

- Patty Zennis came before the board to discuss the misunderstanding with her application. Management will respond to this issue expeditiously.
- Management will be looking into the best option for preventing fires in the apartments due to there being an incident where someone accidentally turned on their stove and there were items store on top of the stove which caused the smoke to start.
- Commission Chairman Burns entertained a motion that the budget be revised to increase revenues to \$214,000. Commission Aiksnoras made a motion that the budget be revised to increase revenues to \$214,000, and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor to vote Aye.
- Commission Chairman Burns entertained a motion that the rent for 2018-2019 fiscal year be increased by \$25. Commissioner Aiksnoras made a motion that the rent for 2018-2019 fiscal year be increased by \$25, and was seconded by Commissioner Barrett. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.
- Commission Chairman Burns entertained a motion to match the \$300 for the tenants association. Commissioner Barrett made a motion to match the \$300 for the tenants association, and was seconded by Commissioner Aiksnoras.

Adjournment - Commission Chairman Burns entertained a motion to adjourn at 4:11 p.m. Commissioner Barrett made a motion to adjourn at 4:11 p.m. and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Respectfully Submitted,



Stephanie Dimon

18 MAY - 8 PM 3:27
TOWN OF GUNFORD, CT
Stephanie Dimon
TOWN CLERK

Oxford Housing Authority
Balance Sheet for March 2018
Program: CT State Elderly Project: Consolidated

	Period Amount	Balance
LIABILITIES AND SURPLUS		
SURPLUS		
2810 Capital Grant by State of Connecticut	0.00	3,000,000.00
2813 Valuation of Fixed Assets	0.00	44,213.79
2814 Contributions by the Municipality	0.00	314,198.92
2820.2 Rehab Funds Authorized No.2	0.00	195,360.00
2821 Capital Grant - St. of CT Rehabilitation	0.00	840,807.68
2821.13 Capital Grant by St of CT	0.00	1,147,811.18
RETAINED EARNINGS		
Unappropriated	7,400.78	44,550.16
Appropriated	2,417.00	154,488.93
TOTAL RETAINED EARNINGS	9,817.78	199,039.09
TOTAL SURPLUS	9,817.78	5,741,430.66
TOTAL LIABILITIES AND SURPLUS	9,817.78	5,741,430.66
PROOF	0.00	0.00