

**MINUTES**  
**Oxford Housing Authority**  
**March 18, 2021**

Time: 10:07am

Attendees – Kathy O’Connell, Bob Peck, Peter Aiksnoras, Elaine Barrett, Jennifer Berry, Phuong Murray

Correction made to the November 2020 regarding the time. No action taken adjourned at 11:00am

Management (Imagineers) will be taking the minutes.

**Audience of Citizens-** Tenant’s present: Virginia & Bonnie

- Newer tenants feel that the toilets are not high enough - Management stated for any tenants with concerns can go to the office and request an RAR for a bigger toilet.
- Concerns from tenants and family to office staff. Reach out to Jenn in private.
- Community room should be open if the senior center and schools are opened back up. – Community room schedule to open on 3/26/2021 after the cleaners clean and sanitize. Afterwards tenants are responsible to maintain the community room not management.
- Request to replace big heaters in the living rooms. Will look at the budgets.
- A red car been sitting by the community since November. – Jen will follow up with the family of the car owner.

**Correspondence** - Jenn – We received approval for the basic need pantry funding.

**Treasurer’s Report**

- Natures Edge invoice – Jen last invoice was 2/24/2021 and was paid in full.
- Contract budget over \$28,000 – Jen stated that the 7 unit turn overs and snow contract came out of that budget. Peter stated that going forward the unit turns should out of capital needs account. Jenn will put together a report showing the over budget of \$28,000.

**Management & Budgets**

- Jen sent everyone the 2021 budget.
- Budget needs to be submitted by 5/1/2021.
- Phuong stated we need a vote on a \$5-\$10 rent increase for every year for cost of living. Bob, Peter & Ann for yes for the \$10 rent increase effective 7/1/2021 with proper 30-day notice rent increase. Redetermination are schedule beginning 4/1/2021. A budget draft will be sent to everyone within a couple of days from today meeting.
- Next meeting will be held 5/20/2021 in the community room. Phuong stated that we all still need to wear mask and social distancing.

**Old Business**

- Jen passed out the updated tenant handbook and all signage was up.
- Elaine stated that all new tenants should get a tour of the main building.

- For all new single tenants, they get 3 fobs and for all new married tenants they get 4 fobs.
- Phuong and Jen will put together a welcome packet for all new tenants.
- Jen will be looking into quotes to power wash and seal the deck.
- Peter will talk to Justin regarding selling the equipment in the garage.
- Phuong stated that they are in the process of looking for a part time maintenance person. 2 days a week, 16hrs.

#### **New Business**

- 5 move-ins between February & March.
- 1 Move-out in February.
- 25 work orders completed since last meeting.
- Issue with chairlift in building C has been resolved.
- Jen will ask any tenants if they would like theirs name or just the apt number on the intercom.

Motion that the community room will open effective March 26, 2021.

End of Meeting – 11:01am