

**Oxford Housing Authority
Regular Board Meeting
July 15, 2021**

Call to Order – The meeting was called to order at 10:00 AM by Vice Chairperson Bob Peck. The Pledge of Allegiance was recited by all present.

Attendance – Present: Vice Chairperson Bob Peck
Commissioner Ann Cummings
Treasurer Kathy O’Connell

Also present was Jennifer Berry – Imagineers, LLC

Audience of Citizens – Tenants present: Bonnie Chevarella, Carol Gliford, and Ginny Sobolisky.

Additions to the Agenda – No additions.

Minutes – Motion to accept meeting minutes from May 20, 2021 by Kathy O’Connell and seconded by Ann Cummings. All were in favor.

Correspondence – Top of waitlist notices were mailed to the individuals at the top of the waiting list to obtain the required paperwork for certification. Community reminders were provided to all residents regarding storage and trash.

Treasurer’s Report – Treasurer Peter Aiksnoras was absent from the meeting.

Operating Cash:	\$47,331
Petty Cash:	\$100
Cash-Savings:	\$73,128
STIF Account:	\$213,717

Total Assets:	\$334,276
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Old Business – Window locks for lower-level units were sent to the fire marshal for approval.

The car that belonged to the previous resident of D28 has been removed from property.

The carpenter bees on the deck of the community room have been treated.

The deck has been power washed and sealed.

The exterior water spigots have been repaired. Replacement parts were also ordered and are on hand, should they be needed in the future.

The repairs of the sidewalks have been approved and are being scheduled.

The new television for the community room was installed.

Routine maintenance walk throughs are being performed weekly. Pete has made several checklists and is focusing on preventative maintenance. Items like light bulb replacements, missing siding, downspout repair, painting, trim repair, and power washing have work orders, and are in progress.

All key fob locks were checked for low batteries during the unit inspections.

The matching funds for the tenant association were sent out.

Tick spraying was completed.

Gift cards to Market 32 were delivered to the residents from the HASIP funds.

A quote from Buddy's Fuel is being obtained for the propane heater replacement.

New Business – Bonnie questioned the thresholds in the community. Maintenance will check the thresholds and use D24's as an example.

Carol questioned vehicles parked in the community that are not registered with the office or permitted. Only one vehicle per resident, and all vehicles must be registered with the office.

A tenant meeting was held last week to discuss any concerns or questions.

Teila resigned as the resident services coordinator last month. A new RSC has been hired, and her first day was July 9th.

The A/C in the community room was repaired, and a portable unit was purchased, in case something like this happens in the future.

A request for more handicap parking in the community was made. Both D Buildings and the E Building do not have any handicap spaces. The Board voted in favor to convert the first parking space in that area back to handicap. All were in favor.

The Board voted to authorize Imagineers to sign on behalf of Oxford Housing to request payment for ERAP from DOH. All were in favor.

30 work orders have been completed since the last meeting.

Motion to adjourn the meeting at 10:35 AM. Ann seconded. All were in favor.