

Oxford Housing Authority

Regular Board Meeting

November 17, 2017

Call to Order: The meeting was called to order at 2:00 p.m. by Commission Chairman Bill Burns prior to the pledge of allegiance.

Attendance: Present: Commission Chairman Bill Burns, Commissioners Elaine Barrett, Bob Peck and Kathy O'Connell (Arrived at 2:30 p.m.). Also present was David Keyser (Executive Director), 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 October 27, 2017 minutes. Commissioner Barrett made a motion to accept the October 27, 2017 minutes as stated, and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor.

Audience of Citizens: Tenants present: Mary Lou Bachhuber, Helen Jurgens, and Jeanette Laird

Correspondence: There was none.

Treasurer's Report: Due to the treasurer's absence, the motion to accept the treasurer's report will be deferred until the treasurer is present.

Management and Budget:

- Crestview Ridge is currently occupied. The Crestview Ridge Community will be welcoming the new tenant's mid-December.
- There are currently 63 people on the Elderly waitlist and 13 people on the Elderly Disabled waitlist.
- At this time, there are 29 work orders and 1 incomplete.
- The Nature's Edge has replaced the broken fence beams and has done the fall cleanup.
- The parking lot has been re-stripped.
- Kathleen O'Neil will be working with the OHA to pursue Community Development Block Grant (CDBG) funding when the application becomes available. Management has provided a summary of the CDBG program activities.
- The Crestview tenants and OHA met on November 15, 2017 to discuss items of concern of the Crestview Ridge Community. Present for the meeting was Kathryn Boyer, Kathy O'Connell, Elaine Barrett, Mary Lee Bachhuber, David Keyser, and Kevin Brown. Discussed was: Proper disposal of trash in trash receptacles. Proper distinction of trash vs. recycling. There has been an issue with the aides. It has been suggested that they come to the tenants meeting to discuss it with them.

Etiquette in the laundry room; there has also been an issue with the aides. Preparation for potential snow storms; development of a parking diagram

The next tenants and OHA Management meeting will be held December 20, 2017 10:00 a.m.; Tenant Appreciation Holiday get together.

Old Business:

- The tester fan that was installed is working well. We will get another quote and begin the project.
- We have quotes for the shutters and the contractor to do it. We will look into prices buying during the winter vs. spring.
- In regards to the discussion about replacing the tiles that need to be when tenants move out; we will look into the pricing for a wood-looking floor that goes right over the whole tile floor, so you don't have to remove and replace single tiles.
- We will look into developing a new CNA list.
- We got the paint samples for painting the tenants apartments.
- Not everyone has removed their mats.
- The Board needs to formally accept the Key Fob Policy; Commission Chairman Burns will send it to everyone or approval.

New Business:

- Kathy has presented the document with the 25 votes in approval for her reappointment as a board member. Commission Chairman Burns will send the necessary letter to the Board of Selectman's office and Fred Stanek.
- It has been requested that the 6 doors on the upper level be replaced so they have windows.

Adjournment: Commission Chairman Burns entertained a motion to adjourn and go into Executive Session at 2:38 p.m. Commissioner Barrett made a motion to adjourn at 2:38 p.m., and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor.

Respectfully Submitted,



Stephanie Dimon

Clerk

17 NOV 27 PM 3:28
TOWN OF OXFORD, CT
Stephanie A. Dimon
TOWN CLERK

Oxford Housing Authority
Balance Sheet for October 2017
Program: CT State Elderly Project: Consolidated

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable - Vendors	(987.09)	0.00
TOTAL ACCOUNTS PAYABLE	<u>(987.09)</u>	<u>0.00</u>
TOTAL LIABILITIES	<u>(987.09)</u>	<u>0.00</u>
SURPLUS		
2810 Capital Grant by State of Connecticut	0.00	3,000,000.00
2813 Valuation of Fixed Assets	0.00	43,625.85
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
2827.1 RAP Unissued	0.00	8,340.00
RETAINED EARNINGS		
Unappropriated	6,231.98	53,985.51
Appropriated	2,417.00	212,816.71
TOTAL RETAINED EARNINGS	<u>8,648.98</u>	<u>266,802.22</u>
TOTAL SURPLUS	<u>8,648.98</u>	<u>5,816,945.85</u>
TOTAL LIABILITIES AND SURPLUS	<u>7,661.89</u>	<u>5,816,945.85</u>
PROOF	<u>0.00</u>	<u>0.00</u>