

MINUTES

Seymour Housing Authority

COPY RECEIVED
DATE: 4/14/11
TIME: 4:55 PM
TOWN CLERK'S OFFICE

➤ 894th Meeting

The 894th Meeting, a Special meeting of the Seymour Housing Authority, was held at Smithfield Gardens Assisted Living in the Multipurpose Room located at 26 Smith Street, Seymour, on Tuesday March 8, 2011 and was called to order by Chairperson White at 5: 30 p.m.

➤ Roll Call

Answering the Roll Call were Commissioners Belucci, Beres, Dota, Horelick, and White. Executive Director David Keyser and Attorney Gregory Stamos were also in attendance.

➤ Public Session

None.

➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 893rd Regular Meeting.

Commissioner Beres motioned to accept the minutes of the 893rd Regular Meeting, February 9, 2011. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion as amended to vote aye. Voting aye were Commissioners Beres, Horelick, Dota, and White. Commissioner Bellucci abstained from voting because he was not present at the 893rd meeting. Chairperson White declared the motion carried.

➤ Bills & Communication

Chairperson White introduced the Bills. (See Exhibit I)

After detailed discussion, review and questions Commissioner Bellucci motioned to approve the bills as presented and authorize payment of the bills. Commissioner Beres seconded the motion. The Executive Director further clarified the description on the listing for several bills including an inquiry about Radovich Builders from Commissioner Beres. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Beres, Dota, Horelick and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

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The Executive Director explained and discussed the pertinent correspondence. He added that we received official notification of Brittany Hannon and Donna Lane passing the PHM Exam.

➤ **Executive Director's Report**

See Attached Exhibit II

The Executive Director explained details of the Executive Director's report and answered all pertinent questions.

➤ **Old Business**

Discussion was held regarding 16 Bank Street LLC. The Executive Director stated that there is 12 months of management fees unpaid. He stated that Joe Migani approached him to make an arrangement to only use the Seymour Housing Authority as a Consultant rather than a manager. After further discussion about the unpaid balance, Commissioner Horelick motioned to authorize the Executive Director to obtain a payment plan with 16 Bank Street and once one is established to discuss alternate management fee terms. Commissioner Beres seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion as amended to vote aye. Voting aye were Commissioners Beres, Horelick, Dota, and White. Commissioner Bellucci abstained from voting because he was not present at the 893rd meeting. Chairperson White declared the motion carried.

➤ **New Business**

None

➤ **Any Other Business**

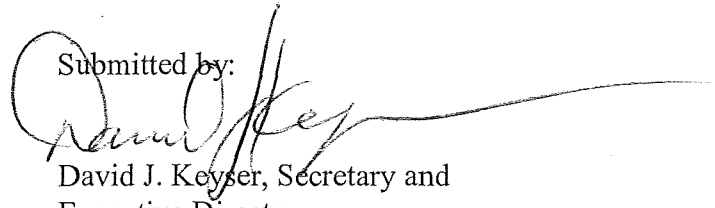
None

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➤ Adjournment

Chairperson White asked for a motion to adjourn the 894th meeting of the Seymour Housing Authority. At 5:54 P.M. Commissioner Horelick motioned to adjourn the 894th Meeting of the Seymour Housing Authority. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Bellucci, Beres, Dota, Horelick and White. Chairperson White declared the motion carried and the 894th Meeting, a Regular Meeting, duly adjourned.

Submitted by:

A handwritten signature in cursive script, appearing to read "David J. Keyser", written over a horizontal line.

David J. Keyser, Secretary and
Executive Director

MINUTES

Exhibit I

Seymour Housing Authority

General Ledger Cash Payment/Receipt Register

Program: Revolving Fund Project: Revolving Fund Period: February 2011

Cleared Date From: 1/1/1900 Cleared Date Thru: 12/31/9999

Control Group Date From 01/01/1900 Control Group Date Thru 12/31/9999

Bank: Naugatuck Valley Savings & Loan Bank Account: 0615014177 GL Account: 1000							
Posted							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
2	02/01/2011	No	DD	SHA PAYROLL	Pay period 1/10/11 - 1/23/11	No	\$305.94
3	02/08/2011	No	DD	SHA PAYROLL	Pay Period 1/24/11 - 2/6/11	No	\$694.03
3	02/10/2011	No	DD	SHA PAYROLL	Pay Period 1/24/11 - 2/6/11	No	\$23,718.44
4	02/24/2011	No	DD	SHA PAYROLL	PayPeriod 1/7/11 - 1/20/11	No	\$25,761.23
108	02/24/2011	No	CHK	VSP	Vision Health	No	\$49.16
2010	02/01/2011	No	DD	SHA PAYROLL	2010 Back charges	No	\$113.60
3357	02/15/2011	No	VD	Nan Mckay And Associates Inc.	Payment already made with America	No	(\$207.48)
3403	02/08/2011	No	CHK	Waterbury Glass Mirror Inc.	Fix Small & Med Screens	No	\$203.60
3404	02/15/2011	No	CHK	Aegis Energy Services, Inc.	1st of three installments 10/15/10-01	No	\$1,811.10
3405	02/15/2011	No	CHK	American Disposal Service RH	container service 02/01/2011-02/28/	No	\$360.17
3406	02/15/2011	No	CHK	American Disposal Services	container service 02/01/2011-02/28/	No	\$349.80
3407	02/15/2011	No	CHK	American Rooter Llc	snake out 1a, 1b, 4a & 4u, cubby hol	No	\$1,442.00
3408	02/15/2011	No	CHK	Aquarion Water Company	acct #200294441 32 chamb	No	\$23.58
3409	02/15/2011	No	CHK	At&T	acct #203 881-0115 123	No	\$60.47
3410	02/15/2011	No	CHK	AT&T	acct # 203 888-4579 851 01/23/11-0	No	\$357.64
3411	02/15/2011	No	CHK	AT&T	acct # 203 881-2464 165 01/29/201	No	\$387.29
3412	02/15/2011	No	CHK	Banner Systems Inc	Vendor Invoice Transactions Feb 11	No	\$245.60
3413	02/15/2011	No	CHK	Buddy's Fuel, Llc	1 Seymour Ave broken thermostat w	No	\$1,603.77
3414	02/15/2011	No	CHK	CL&P RH	acct #51443564083 apt 20 12/30-01	No	\$1,037.60
3415	02/15/2011	No	CHK	CL&P OFFICE	acct #51471483099	No	\$170.87
3416	02/15/2011	No	CHK	CL&P FED	acct #51779583004 12/30-01/31	No	\$1,851.80
3417	02/15/2011	No	CHK	CL&P MR	acct #51534664065 32 Chamberlin	No	\$65.33
3418	02/15/2011	No	CHK	Comcast	acct #8773 40 216 0027070 02/01/1	No	\$577.37
3419	02/15/2011	No	CHK	Comcast	acct #8773 40 216 0178014 02/16/2	No	\$89.95
3420	02/15/2011	No	CHK	Comcast	acct #8773 40 216 0069528 02/15/1	No	\$104.95
3421	02/15/2011	No	CHK	Comcast	acct #8773 40 216 0174468 02/15/1	No	\$59.00
3422	02/15/2011	No	CHK	Comcast	acct #8773 40 216 0041287 02/0611	No	\$370.00
3423	02/15/2011	No	CHK	Connecticut Housing Finance Aut	February payment	No	\$462.02
3424	02/15/2011	No	CHK	Electrical Wholesalers Inc.	light bulbs for SGAL	No	\$626.60
3425	02/15/2011	No	CHK	Experian	January Credit checks	No	\$111.43
3426	02/15/2011	No	CHK	Lisa Marie Sanchez	mileage reimbursement	No	\$22.62
3427	02/15/2011	No	CHK	M. J. Daly & Sons, Inc.	work on dry sprinkler system	No	\$253.40
3428	02/15/2011	No	CHK	Mad Solutions, Llc	work on hard drive for camera's at c	No	\$329.90
3429	02/15/2011	No	CHK	Oxford Paint & Hardware, Inc	32 Chmb caulk & paint	No	\$250.54
3430	02/15/2011	No	CHK	Peter E. Karpovich,	notice to quit Barton	No	\$208.20
3431	02/15/2011	No	CHK	Radovich Builders, LLP	#3X Fix garbage disposal	No	\$1,445.00
3432	02/15/2011	No	CHK	Radovich Builders, LLP	community room shelving for RSC	No	\$570.00
3433	02/15/2011	No	CHK	Radovich Builders, LLP	11 Brothers repair Kitchen floor	No	\$1,690.00
3434	02/15/2011	No	CHK	Robert Lashin	paint unit 3R	No	\$350.00
3435	02/15/2011	No	CHK	Seymour Janitorial Services, Inc.	clean ofc/cal/2J/3x	No	\$1,710.00
3436	02/15/2011	No	CHK	Shell Credit Card Center	acct #065-093-700	No	\$204.62
3437	02/15/2011	No	CHK	Supreme Copy	copier rental Serial #CGA420991	No	\$390.00

Exhibit !

3438	02/15/2011	No	CHK	The Home Depot Supply	maintenance supplies	No	\$1,293.86
3439	02/15/2011	No	CHK	Wallingford Printing	letterhead, envelopes	No	\$437.40
3440	02/15/2011	No	CHK	Yankee Gas Services Co.	acct #57750480048 12/31-01/31	No	\$1,060.38
3441	02/25/2011	No	CHK	Aetna	acct #83851327 03/1/11-03/31/11	No	\$2,903.00
3442	02/25/2011	No	CHK	Aflac Attn: Remittance Processing	January Batch Pd. in Feb	No	\$706.44
3443	02/25/2011	No	CHK	Ally	acct #024914953493	No	\$525.63
3444	02/25/2011	No	CHK	American Express	01/22/11-02/18/11	No	\$1,234.29
3445	02/25/2011	No	CHK	Callahan House Tenants Associat	February association fees	No	\$25.00
3446	02/25/2011	No	CHK	Cash	petty cash reimbursement	No	\$137.67
3447	02/25/2011	No	CHK	direct energy	pmt arrangement	No	\$1,864.48
3448	02/25/2011	No	CHK	Gregory Stamos	court time Barton, haywood, mestre,	No	\$1,904.60
3449	02/25/2011	No	CHK	Griffin Hospital Occupational Medi	Service Jan. 4th Urine Tox Screen D	No	\$65.00
3450	02/25/2011	No	CHK	Guardian	group ID 00 757520	No	\$505.25
3451	02/25/2011	No	CHK	Lincoln National Life Insurance C	policy #seymourhou-bl-1001365	No	\$326.56
3452	02/25/2011	No	CHK	OCE Imagistics Inc.	usage with supplies 7480 copies	No	\$56.10
3453	02/25/2011	No	CHK	OCE Imagistics Inc.	February lease payment	No	\$209.00
3454	02/25/2011	No	CHK	Phada Membership	mem renewal 03/11-03/12	No	\$320.00
3455	02/25/2011	No	CHK	Radovich Builders, LLP	12 Seymour ave remove hanging sid	No	\$120.00
3456	02/25/2011	No	CHK	Ray House Tenants Association	February association fee	No	\$25.00
3457	02/25/2011	No	CHK	Robert Lashin	unit 2D paint walls only	No	\$700.00
3458	02/25/2011	No	CHK	Siemens Industry Inc	contract renewal 02/01/11-01/31/12	No	\$420.00
3459	02/25/2011	No	CHK	Smithfield Gardens Assisted Livin	office rent	No	\$4,354.16
3460	02/25/2011	No	CHK	St. Treasurer For Merfund	February merf	No	\$4,383.40
3461	02/25/2011	No	CHK	State of CT Superior Court	reopen fees for sm. claims	No	\$150.00
3462	02/25/2011	No	CHK	Treelands Inc	Calcium Chloride	No	\$1,106.25
3463	02/28/2011	No	CHK	Nextel Communications	February Service	No	\$168.16
3464	02/28/2011	No	CHK	Northeast Telecom Services Inc.	February TD process	No	\$39.95

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Xxhibit 1

Seymour Housing Authority

General Ledger Cash Payment/Receipt Register

Program: Smithfield Gardens Project: 014 - Smithfield Gardens Assisted Living Period: February 2011

Cleared Date From: 1/1/1900 Cleared Date Thru: 12/31/9999

Control Group Date From 01/01/1900 Control Group Date Thru 12/31/9999

Bank: Naugatuck Valley Savings & Loan Bank Account: 615009087 GL Account: 1120

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
2256	02/15/2011	No	CHK	Alan Radin's Furniture Touch-Up,	8 chairs fixed and 2 arms were touch	No	\$530.00
2257	02/15/2011	No	CHK	American Disposal Services	February container service	No	\$344.31
2258	02/15/2011	No	CHK	AT&T	acct # 203 888-5093 150 01/23/201	No	\$495.65
2259	02/15/2011	No	CHK	CL&P SGAL	acct #51083234013 12/30/10-01/30/	No	\$1,529.93
2260	02/15/2011	No	CHK	First Growth Capital & Unidine Co	February Food Service	No	\$20,874.00
2261	02/15/2011	No	CHK	Fix it Now LLC	repair steamer table	No	\$108.80
2262	02/15/2011	No	CHK	Robert Lashin	paint apt 212	No	\$550.00
2263	02/15/2011	No	CHK	Seymour Housing Authority	February Management fee	No	\$4,839.00
2264	02/15/2011	No	CHK	Yankee Gas	acct #57476540034 12/31/10-01/31/	No	\$1,781.10
2265	02/22/2011	No	CHK	Trunkfield, Ruth	PH AP Payment Feb 11	No	\$502.09
2266	02/25/2011	No	CHK	Buddy's Fuel, Llc	unit 125 no heat call	No	\$317.50
2267	02/25/2011	No	CHK	Comcast	acct #8773 40 216 0069536 2/15/11	No	\$49.95
2268	02/25/2011	No	CHK	Comcast	acct #8773 40 216 0069510 2/15/11	No	\$924.86
2269	02/25/2011	No	CHK	Direct Energy Services, Llc	Acc# 28976	No	\$4,851.53
2270	02/25/2011	No	CHK	Door Control, Inc.	breaker on front door keeps tripping	No	\$148.00
2271	02/25/2011	No	CHK	First Growth Capital & Unidine Co	supplement to food service	No	\$602.22
2272	02/25/2011	No	CHK	Internet Corporation Listing Servic	renewal for website search engine	No	\$40.00
2273	02/25/2011	No	CHK	Kone Inc	elevator service call	No	\$866.96
2274	02/25/2011	No	CHK	M. J. Daly & Sons, Inc.	1/4ly sprinkler inspection	No	\$350.00
2275	02/25/2011	No	CHK	Radovich Builders, LLP	unit 210 entry door handle is loose	No	\$1,610.00
2276	02/25/2011	No	CHK	The Home Depot Supply	monthly houskeeping supplies	No	\$378.32
2277	02/28/2011	No	CHK	Seymour Housing Authority	Feb Reimb	No	\$30,542.17

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EXHIBIT I

Seymour Housing Authority General Ledger Cash Payment/Receipt Register

Program: Federal Period: February 2011

Cleared Date From: 1/1/1900 Cleared Date Thru: 12/31/9999

Control Group Date From 01/01/1900 Control Group Date Thru 12/31/9999

Bank: TD Banknorth Bank Account: 424-0200579 GL Account: 1111.4							
Payments							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
1550	02/04/2011	No	CHK	Murry, Jason	PH AP Payment Feb 11	No	\$51.29
1551	02/04/2011	No	CHK	Stadnik, Anna	PH AP Payment Feb 11	No	\$39.95
1552	02/10/2011	No	CHK	Pelaggi, Theresa	PH AP Payment Feb 11	No	\$53.22
1553	02/28/2011	No	CHK	Marella, John	PH AP Payment Feb 11	No	\$354.07
1554	02/28/2011	No	CHK	Martin, Paul	PH AP Payment Feb 11	No	\$45.54
1555	02/28/2011	No	CHK	Treasurer - Town of Seymour	PILOT Payment	No	\$17,797.36
1556	02/28/2011	No	CHK	Seymour Housing Authority	Feb's Reimb	No	\$26,555.54

Seymour Housing Authority General Ledger Cash Payment/Receipt Register

Program: Moderate Rental Period: February 2011

Cleared Date From: 1/1/1900 Cleared Date Thru: 12/31/9999

Control Group Date From 01/01/1900 Control Group Date Thru 12/31/9999

Bank: TD Banknorth Bank Account: 12345 GL Account: 1111.2							
Payments							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
1549	02/28/2011	No	CHK	Seymour Housing Authority	Feb's Reimb	No	\$17,287.58

Bank: Reich & Tang Bank Account: 002342048420 GL Account: 1115.1							
Posted							
Payments							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
2164 18	02/28/2011	No	CHK	Eagle Environmental Inc.	Lead Base Paint Monitoring	No	\$1,374.50
2164 19	02/28/2011	No	CHK	Gregory Stamos	Lead Paint Remediation	No	\$2,000.00
2164 20	02/28/2011	No	CHK	J. D'Amelia & Associates, LLC	Lead Base Paint	No	\$700.00
2164 21	02/28/2011	No	CHK	Oscar's Abetement LLC	Retainage	No	\$4,554.10
2164 22	02/28/2011	No	CHK	Seymour Housing Authority	Accounting Fees	No	\$275.00

Seymour Housing Authority General Ledger Cash Payment/Receipt Register

Program: SHA Development Corporation Project: SHA Development Corporation Period: February 2011

Cleared Date From: 1/1/1900 Cleared Date Thru: 12/31/9999

Control Group Date From 01/01/1900 Control Group Date Thru 12/31/9999

Bank: TD Banknorth Bank Account: 12345 GL Account: 1000							
Posted							
Payments							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
183	02/24/2011	No	CHK	Gregory Stamos	Legal Contracts Negotiation	No	\$150.00

Human Resource Consulting Group

117 Main Street
Seymour, CT 06483

INVOICE

INVOICE DATE: 2/22/2011

INVOICE NUMBER: 13181

INVOICE AMOUNT: \$682.68

CHECK DATE: 2/24/2011

TERMS: Paid

BILL TO:

Seymour Housing
28 Smith Street
Seymour, CT 06483

For: Seymour Housing Authority
SEYM

Service	Cost	Taxes	Total
Payroll Admin (24)	97.68	0.00	97.68
FEIN Processing	10.00	0.00	10.00
State Tax (1)	0.00	0.00	0.00
Time Clock Data Transfer 3.00 (25)	75.00	0.00	75.00
Monthly HR Services - SEYM	500.00	0.00	500.00
Total	\$682.68	\$0.00	\$682.68

Total discounts applied: \$7.50

#SEYM Seymour Housing Authority

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EXHIBIT I

Cover Letter (5195)

Check Date :	02/24/2011-1
Period Range :	02/07/2011 TO 02/20/2011
Week Number :	Week #8

Dear Human Resource Consulting Group Client,

Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

Payroll Totals:

Checks

Total Regular Checks	2	363.06
Total Direct Deposits	28	17714.46
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00

Total Net Payroll

24 Items

18077.52

Total Billing Impound		682.68
Total Agency Checks	0	0.00
Total Agency Checks DD	0	0.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks

18760.20

Total of Checks Printed

24 Items

Total Tax Liability	7001.03
Total Workers Comp Liability	0.00

Total Payroll Liability

25761.23

Total Direct Deposits

17714.46

Total Debited From Account

25761.23

NEXT PERIOD DATES

Check Date: 03/10/2011 Week 10
Period Begin: 02/21/2011
Period End: 03/06/2011
Call In Date: 03/07/2011 Week 10

Payroll rep: Torre Jo-Ann

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

e-mail:

Date Printed: 02/22/2011 4:12:51 PM

Human Resource Consulting Group

117 Main Street
Seymour, CT 06483

MINUTES
EXHIBIT I

INVOICE

INVOICE DATE: 2/8/2011
INVOICE NUMBER: 13059
INVOICE AMOUNT: \$111.75
CHECK DATE: 2/10/2011
TERMS: Paid

For: Seymour Housing Authority
SEYM

BILL TO:

Seymour Housing
28 Smith Street
Seymour, CT 06483

Service	Cost	Taxes	Total
Payroll Admin (25)	101.75	0.00	101.75
FEIN Processing	10.00	0.00	10.00
State Tax (1)	0.00	0.00	0.00
Total	\$111.75	\$0.00	\$111.75

Total discounts applied: \$7.50

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EXHIBIT I

Cover Letter (S193)	
Check Date :	02/10/2011-2
Period Range :	01/24/2011 TO 02/06/2011
Week Number :	Week #6

Dear Human Resource Consulting Group Client,

Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

Payroll Totals:

	# Checks	
Total Regular Checks	3	896.51
Total Direct Deposits	28	16272.61
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00

Total Net Payroll **25 Items** **17169.12**

Total Billing Impound		111.75
Total Agency Checks	0	0.00
Total Agency Checks DD	0	0.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **17280.87**

Total of Checks Printed **25 Items**

Total Tax Liability	6437.57
Total Workers Comp Liability	0.00

Total Payroll Liability **23718.44**

Total Direct Deposits 16272.61

Total Debited From Account **23718.44**

NEXT PERIOD DATES

Check Date: 02/24/2011 Week 8
Period Begin: 02/07/2011
Period End: 02/20/2011
Call In Date: 02/21/2011 Week 8

Payroll rep: Torre Jo-Ann

**MINUTES
EXHIBIT II**

March 2011

**Housing Authority of
the Town of Seymour**

Executive Director's Report

Occupancy

Rev. Callahan House

2011 Year-to-Date Vacancies 6

Callahan House experienced three move outs and two move ins during February 2011. We anticipate two move ins and one move out during February 2011. Callahan House has experienced 52 vacancy days since January 1, 2011 and has averaged 8.67 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 80 units X 365 days = 29,200 days available; 52 days/ 29200 days available = 0.17808% percentage through February 28, 2011.

CALLAHAN HOUSE	VACANCY/TURNOVER DAYS	2011
FEDERAL ELDERLY	Vacancy Turnover Days	2011

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
3X	Stadnik	12/16/2010	Carson	1/7/2011	7
2J	Carson	1/7/2011	Goulet	1/19/2011	14
3R	Pelaggi	1/31/2011	Kain	2/18/2011	18
2N	Moroz	2/13/2011	Cisero	2/24/2011	11
2D	Marella	2/28/2011	Vacant		1
4P	Martin	2/28/2011	Vacant		1

Average number of vacancy days per vacancy

8.67

Norman Ray House had three move ins; and one unit remain vacant during January 2011. We anticipate one move in and one move out during February 2011. Norman Ray House has experienced 102 vacancy days since January 1, 2011 and has averaged 20.4 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 40 units X 365 days = 14600 days available; 102 days/ 14600 days available = 0.6986% percentage through February 28, 2011.

NORMAN RAY HOUSE**VACANCY/TURNOVER DAYS 2011****STATE ELDERLY**

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
23	Marchetti	12/6/2010	MacDonald	1/4/2011	4
28	Laasky	12/10/2010	Fulliero	1/4/2011	4
11	Noss	12/31/2010	Vacant		59
20	Carre	12/31/2010	Foster	1/7/2011	7
17	Lewicki	2/1/2011	Vacant		28

Average number of vacancy days per vacancy: 20.4

State Moderate Rental**2011 Year-to-Date Vacancies 3**

We had one move out during February 2011. Moderate Rental has experienced 72 vacancy days since January 1, 2011 and averaged 24 days per vacancy through February 28, 2011. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 81 units X 365 days = 29,565 days available; 34 days/ 29565 days available = 0.2435% percentages through February 28, 2011.

STATE MODERATE RENTAL	VACANCY/TURNOVER DAYS	2011
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FAMILY HOUSING

UNIT	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
32 C	Taylor	11/10/2010	Rivera	1/24/2011	24
16C	Mestre	1/31/2011	Vacant		28
35C	Patterson	2/18/2011	Vacant		10

Average number of vacancy days per vacancy: 17

Smithfield Gardens**2011 Year-to-Date Vacancies 1**

Smithfield Gardens Assisted Living experienced one move out during February 2011. Smithfield Gardens has experienced 18 vacancy days since January 1, 2011 and averaged 18 days per vacancy. By using a standardized Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 56 units X 365 days = 20,440 days available; 18 days/ 20,440 days available = 0.0880% percentage through February 28, 2011.

SMITHFIELD GARDENS		VACANCY/TURNOVER DAYS			2011	
ASSISTED LIVING						
UNIT	Tax CR %	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
212		Trunkfield	2/10/2011	Vacant		18

Average number of vacancy days per vacancy: 18

Section 2

General Information

Annual Dwelling Inspections

We begin annual dwelling inspections at Norman Ray House during March 2011.

training.

Vacancies

Federal:

- 2D will be vacated on 2/28/2011. Rented 3/1/2011.
- 2N will be vacated on 2/13/2011. Rented 3/1/2011.
- 4P vacated on 2/28/2011. Rented on 3/7/2011.

Ray House:

- 11 was vacated on 12/31/2010. Rented on 3/7/2011
- 17 will be vacated on 2/6/2011. No prospective tenant for this unit yet.

MR:

- 16 Chamberlin Road will be vacated on 1/31/2011. Rented on 3/1/2011.
- 35 Chamberlin Road will be vacated on 2/18/2011. Rented on 3/1/2011.

Bank Street:

Waiting List

Federal

- 0 Bedroom Standard – 51 Eligible applicants
- 1 Bedroom Standard – 7 Eligible applicants
- 0 Bedroom Handicapped – 4 Eligible applicants
- 1 Bedroom Handicapped – 0 Eligible applicants

MR

- 2 Bedroom – 62 Eligible applicants
- 3 Bedroom – 51 Eligible applicants

Bank Street

Joe Migani has asked us for a compromise on tenant files. He wishes to maintain the files and utilize us as a consultant. This deviates from our management agreement but provides some relief to the property.

Complaints

- We have received a complaint from a Callahan House resident regarding excessive dog barking. This is a transfer tenant to a new unit. This tenant has been living at Callahan for ten years. There have been past problems with the dog attacking residents and other dogs in the building. This is a new complaint about barking. Memos have been prepared for files and a memo went to the resident with the dog because she is claiming that her peaceful enjoyment has been compromised. This is resulting in mediation on 3/17/2011.
- We received a complaint about an excessive party noise occurring on February 12, 2011. A Pretermination Notice has gone to the occupants.
- We received a complaint and observed the grounds that a new resident with a dog has not been cleaning after their dog messes. An eviction notice went out to the resident.
- We received a complaint about a dog on Brothers Court that has allegedly bit someone and does not meet our Pet Policy guidelines. This dog was documented with the assistance of the Animal Control Officer. An eviction letter went to the resident and the dog was surrendered to the dog warden.

Resident Opportunity

The Naugatuck Valley Health Department is organizing an Emergency Dispensing Plan in the event of an epidemic outbreak. Our residents have been given the option to fill out a medical form that will be kept on file at NVHD. In the event of an emergency packaged medication will be pick up by our staff to be distributed to tenants willing to participate in the plan.

Parish Nurse van will be on site for Callahan & Ray Houses and Smithfield Gardens on March 8, 2011

Rev. Callahan House

CFP CT26P03550110

We received approximately \$82,484 from HUD for 2010. This funding will be used to complete more asbestos abatement to the ceilings at the Rev. Callahan House, by issuing a change order we will have obligated all these funds to complete nine units, Apartments 2J thru 2Q. This work is scheduled to begin in October 2010.

100% of this funding is obligated. Work began September 23, 2010 and has been completed. This project is ready to be closed out by the Auditor.

We received the Physical Needs Assessment for Callahan House. This is being submitted to HUD for review.

Moderate Rental

Lead Based Paint Grant/Deferred Loan

We received the Assistance Agreement during May 2010. A contract has been signed with Oscar's Abatement. The necessary notifications have been delivered to the residents of the Moderate Rental Program. Work is expected to begin July 7, 2010.

The work is now complete.

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 98% (55 of 56 units) occupied as of 03/01/11
- Three applications in processing
- No move-ins in February
- One move-out in February
- Three move-ins anticipated for March
- Two move-outs anticipated for March
- 12 applicants on waiting list for 60% units (\$960 rent)
- 9 applicants on waiting list for 50% units (\$800 rent)
- 2011 Year-to-date move-ins: 0
- 2011 Year-to-date move-outs: 1
- 57 residents (two couples)
- 85% women; 15% men
- Average age is 87.3
- Youngest resident is 71
- Oldest resident is 100
- Average length of tenancy is 20.64 months

Budgeting Statistics:

- 19 of 19 units rented at \$800
- 36 of 37 units rented at \$960
- 52 of 55 occupied units (54 of 57 residents) participating in the meal plan
 - Vendor (Unidine Corporation) cost is \$805.14 per day based on 54 residents.
 - Smithfield Gardens' revenue, based on 54 residents, is currently \$804.23 per day.

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Other:

- February Fire Drill scheduled for 02/25/11 (first shift)
- Spectrum review occurred 11/10/10; report received 01/31/11 – no findings