

MINUTES

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DATE: 8/14/18
TIME: 3:30pm
TOWN CLERK'S OFFICE

Seymour Housing Authority

➤ 989th Meeting

The 989th a Regular Meeting of the Seymour Housing Authority was held on Wednesday, July 11, 2018 at the Smithfield Gardens Assisted Living Facility, in the Multipurpose Room Located at 26 Smith Street Seymour, Connecticut and was called to order at 5:30 P.M. by Chairperson White.

➤ Roll Call

Answering the Roll Call were Commissioners Dota, Golebieski, Horelick and White.

Also present was Secretary and Executive Director David Keyser

Public Comment

None

➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 988th Meeting held on Wednesday June 6, 2018.

Commissioner Horelick motioned to accept the minutes 988th Meeting held on Wednesday June 6, 2018 as presented. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

➤ Bills & Communications

Commissioner White introduced the bills (See Exhibit I).

After consideration, review and questions relative to the bills listing, Commissioner Horelick motioned to approve the bills as presented and authorize payment of the bills. Commissioner Dota seconded the motion. 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 Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and the Bills approved for payment.

The Executive Director discussed the registered letter from the Naugatuck Valley Health Department. He stated that the Health Department cited an updated State Health regulation requiring the congregate meal staff to be food safe certified. He informed the

MINUTES

Board that he is researching this matter and will report back. He said that historically we were not required because we do not prepare the food on site and that we were part of a grant program that is exempt. He stated that we do receive food safe training from TEAM from time to time. He stated he will report back when he discovers more information.

➤ Executive Director's Report

The Executive Director summarized the vacancy standings for Conventional Public Housing and Smithfield Gardens. He reviewed some of the resident complaints and stated that we have held a mediation meeting with residents.

➤ Old Business

The Executive Director reviewed an email string relative to the application to CHFA for SSHP funding for the Roof and Oil Tank Replacement for the Moderate Rental Family Housing Units. He summarized the issue by stating that CHFA is requiring that the successful bidders must have a Major Contractor's License to be able to complete the work. He stated that the application was being held up by CHFA reviewer until this matter can be resolved. He stated the CHFA requirement is beyond what is required by the State's Consumer Protection requirements. He stated that a Major Contractor License is required for larger projects and new development. He stated that it is also required for work on 4 story structures and structures over 60 ft. tall. He reminded the Commission that these are single family dwelling units, one or two stories in height. He stated that the Contractors are applying for their Major Contractor's licenses.

➤ New Business None

➤ Any Other Business None

➤ Adjournment

Chairperson White asked for a motion to adjourn the 989th meeting of the Seymour Housing Authority. At 6:00 P.M. Commissioner Horlick motioned to adjourn the 989th Meeting of the Seymour Housing Authority. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Dota, Horelick, Golebieski and White. Chairperson White declared the motion carried and the 989th Meeting adjourned.

Submitted by:

David J. Keyser, Secretary and
Executive Director

Minter
Exhibit I

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: June 2018, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0816014177, GL Account: 1000

Posted Payments

Doc Num	Payment Date	Valid	Type	Document Recipient	Document Description	Cleared	Amount
12	06/07/2018	No	DD	SHA PAYROLL	Payroll #12	No	\$27,773.75
13	06/29/2018	No	DD	SHA PAYROLL	Payroll #13	No	\$28,770.78
10231	08/15/2018	No	VD	Eversource	Wrong	No	(\$11,558.12)
10233	08/15/2018	No	VD	Eversource	Wrong Invoice	No	(\$17,458.51)
10268	08/08/2018	No	CHK	Jennifer Clarall	05/25-06/01/2018 Contractor RSC J	No	\$360.00
10270	08/06/2018	No	CHK	Treasurer, State of Connecticut	Fingerprints: Paula Catalan Mayen	No	\$12.00
10271	06/07/2018	Yes	CHK	United States Postal Service	Mailbox Lock replacement for apt 1	No	\$35.00
10271	06/11/2018	No	VD	United States Postal Service	check request no longer need per Br	No	(\$35.00)
10272	06/11/2018	No	CHK	VSP	June billing Account No. 30018995	No	\$125.00
10273	08/13/2018	No	CHK	CARSCH	Annual Membership Fee & Late Fee	No	\$35.00
10274	08/13/2018	No	CHK	Interagency Council	Inter Council Agency of South Centr	No	\$50.00
10275	08/14/2018	No	CHK	Treasurer, State of Connecticut	Fingerprints Edward Wols	No	\$12.00
10276	06/18/2018	No	CHK	Eversource	2/28 Billing	No	\$8,188.48
10277	06/18/2018	No	CHK	Eversource	Acct# 5177 958 3004	No	\$7,897.51
10278	06/18/2018	No	CHK	Eversource	Account 5146 776 4090 May statem	No	\$1,732.53
10279	06/18/2018	No	CHK	Eversource	Act 511 888 4017	No	\$44.45
10280	06/18/2018	No	CHK	Eversource	Act 5197 748 4015	No	\$100.00
10281	08/20/2018	No	CHK	Jennifer Clarall	RSC consulting week Ending 8/16/2	No	\$360.00
10282	08/21/2018	No	CHK	Seymour Housing Authority	Rev- Correct reimburse from SGAL	No	\$26,240.27
10283	06/21/2018	No	CHK	Treasurer, State of Connecticut	Fingerprints: Susan Santiago	No	\$12.00
10284	06/25/2018	No	CHK	CONN NAHRO	Conn Nahro June 2018 Monthly Me	No	\$90.00
10285	08/29/2018	Yes	CHK	St. Treasurer For Merfund	MERF 05-2018	No	\$8,221.30
10285	08/29/2018	No	VD	St. Treasurer For Merfund	need to split checks, two checks	No	(\$8,221.30)
10286	08/29/2018	No	CHK	St. Treasurer For Merfund	MERF 05-2018	No	\$8,011.30
10287	08/29/2018	No	CHK	St. Treasurer For Merfund	MERF - Annual Administrative Char	No	\$2,210.00
10288	07/05/2018			Jennifer Clarall	pay period 6/17-6/30 Contact Consulting RSC	No	360.00
10289	07/11/2018			Advanca Communications Inc	Acct#C0751 - May 2018 Expenses	No	388.00
10290	07/11/2018			Aetna	Premium 07/01/2018 - 7/31/2018 Act: 8385132	No	4,334.23
10291	07/11/2018			AIG	Premium Installment Wkrs Compen	No	3,308.00
10292	07/11/2018			American Express	Account ending 6-36005	No	1,820.92
10293	07/11/2018			American Rooter LLC	Snake bathroom sink & weekend charge	No	2,059.50
10294	07/11/2018			Anthem Bluecross Blueshield	Premium 07/01/2018 -08/01/2018 Group A9405	No	4,389.90
10295	07/11/2018			Anthem Dental	Premium 07/01/18 -07/31/18	No	768.70
10296	07/11/2018			Aquarion Water Company	WICA Basic Service Account 200086434	No	660.89
10297	07/11/2018			Buddy's Fuel, LLC	Part - Drain loop - removed leaky valve	No	1,120.00
10298	07/11/2018			Callahan House Tenants Association	Callahan Soda Machine Income 01312018	No	1,068.75
10299	07/11/2018			Calvert Safe & Lock Ltd.	Regular key duplication	No	8.30
10300	07/11/2018			Cbs Bloom's Business Systems	Supply freight	No	23.85
10301	07/11/2018			Comcast	Acct#8773 40 216 0256349	No	125.80
10302	07/11/2018			Comcast	Acct#8773 40 216 0027070	No	1,360.59
10303	07/11/2018			Comcast	Acct#8773 40 216 0174468	No	104.22
10304	07/11/2018			Comcast	Acct#8773 40 216 0041287	No	688.73
10305	07/11/2018			Connecticut Housing Finance Authority	Loan 98089D Payment SHA Hoffman HGTS Ju	No	924.04
10306	07/11/2018			Crystal Rock	Crystal Rock, Premium Water 5	No	25.18
10307	07/11/2018			Donald W. Smith, Jr. P.E	Front entry system at Callahan	No	540.00
10308	07/11/2018			Eversource	Act 5138 648 3014	No	1,414.89
10309	07/11/2018			Eversource	Act 57750480048	No	1,639.96
10310	07/11/2018			Experian	Credit profile TTY	No	105.56
10311	07/11/2018			Fire System Services, LLC	Tested battery needs for all emergency & exit sl	No	2,963.38

*Maybe
Exhibit I*

**Seymour Housing Authority
General Ledger Account Check Register Report**

Filter Criteria Includes: 1) Bank Name: Naugatuck Valley Savings & Loan, 2) Bank Account: Revolving Fund Cash 0815014177, 3) Check Numbers From: All,
4) Date From: 6/1/2018 to 7/11/2018

Check No.	Check Date	Recipient	Check Description	Voided	Cleared	Amount
10313	07/11/2018	Frontier	Acct#203-888-4578-123179-5	No	No	538.53
10314	07/11/2018	Gregory Stamos	Legal Service - Court Time	No	No	968.75
10315	07/11/2018	Griffin Hospital Occupational Medicine Ce	Urine Tox Screen	No	No	325.00
10316	07/11/2018	HD Supply	Pumping parts & supplies	No	No	1,072.74
10317	07/11/2018	Housing Authority Risk Retention Group	HARRG-794-180872-2018	No	No	12,358.00
10318	07/11/2018	Housing Insurance Services Inc.	HAPI-794-180881-2018	No	No	17,869.00
10319	07/11/2018	Kone Inc	Emergency communication monitoring	No	No	1,140.81
10320	07/11/2018	Lincoln National Life Insurance Company	Life Ins Premium 07/01/2018 - 07/31/2018	No	No	393.82
10321	07/11/2018	Naugatuck Valley Lawn Maintenance, Inc	Mow lawn with brush hog	No	No	1,510.00
10322	07/11/2018	Peter E. Karpovich,	Seymour Housing vs. Stebar - Service of Letter	No	No	52.70
10323	07/11/2018	Pitney Bowes Global Financial Serv	Lease s/n MPC4/0018211 proo meter DM125	No	No	163.95
10324	07/11/2018	Precision Glass LLC	Screen repair & key and labor	No	No	63.50
10325	07/11/2018	Proforma	Laser Voucher Check	No	No	92.18
10326	07/11/2018	Purchase Power	US postage meter account 8000-9090-0788-88	No	No	1,583.65
10327	07/11/2018	Radovich Builders, LLP	Replaced broken frost free sillcock	No	No	10,258.00
10328	07/11/2018	Robert Lashin	1st coat of primer & 2nd finish coat in APT #14	No	No	1,100.00
10329	07/11/2018	Seymour Janitorial Services	Monthly cleaning services	No	No	4,143.50
10330	07/11/2018	Shell Credit Card Center	Acct#066 093 700 - June 2018	No	No	210.68
10331	07/11/2018	Sprague	Yankee Gas account 72003843	No	No	10,994.70
10332	07/11/2018	State of Connecticut	Elevator Renewal Callahan 124-0022/1	No	No	240.00
10333	07/11/2018	State Of Connecticut-Dept.Of Labor	VPN key 07/01/2018 to 12/31/18 Data Access	No	No	162.50
10334	07/11/2018	Susan McDuffie, LMFT	Mediated Service #1 - Hall - Paltway & Corbett	No	No	420.00
10335	07/11/2018	Ted's Lawn Care LLC	Monthly landscaping charge	No	No	2,127.50
10336	07/11/2018	Troy Industrial Solutions	A112 for Callahan	No	No	18.53
10337	07/11/2018	VSP	July billing account no. 300199950001	No	No	124.30
10338	07/11/2018		Printed excel spread sheet on checks	Yes	No	0.00
10339	07/11/2018		Printed excel spread sheet on checks	Yes	No	0.00
10340	07/11/2018		Printed excel spread sheet on checks	Yes	No	0.00
10341	07/11/2018	Creative Financial Staffing	Conversion fee for Brian Lavigne	No	No	3,360.00

Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Smithfield Gardens

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: 7/12/2018 to 8/7/2018, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 4318164011, GL Account: 1120.1

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
90084	07/12/2018	No	CHK	Seymour Housing Authority	Reimb revolving for vendor payment	No	\$16,007.66
90085	07/12/2018	No	CHK	Seymour Housing Authority	Fund Payroll #15 pay date 7/19/201	No	\$14,000.00
90086	07/30/2018	No	CHK	Seymour Housing Authority	Reimburse Payroll # 16 pay date 8/	No	\$14,000.00
90087	08/02/2018	No	CHK	Cura Hospitality, LLC	Meal Services - May 2018	No	\$26,783.58
90088	08/02/2018	No	CHK	Seymour Housing Authority	AP 08/02/2018 SGAL Reimburse	No	\$6,573.08
90089	08/02/2018	No	CHK	Seymour Housing Authority	AP Correction Reimburse 08022018	No	\$6,573.08
90090	08/07/2018	No	CHK	Seymour Housing Authority	AP SGAL 08/07/2018 Reimburse	No	\$2,027.98

Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Moderate Rental

Filter Criteria Includes: 1) Project: All, 2) Payment Date: 7/12/2018 to 8/7/2018, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1111.2

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1832	07/12/2018	No	CHK	Seymour Housing Authority	Reimb revolving for vendor payment	No	\$25,723.84
1833	07/12/2018	No	CHK	Seymour Housing Authority	Fund Payroll #15 pay date 7/12/201	No	\$6,100.00
1836	07/30/2018	No	CHK	Seymour Housing Authority	Reimburse Payroll # 16 pay date 8/	No	\$6,100.00
1837	08/02/2018	No	CHK	Seymour Housing Authority	AP 08/02/2018 MR Reimburse	No	\$8,251.02
1838	08/02/2018	No	CHK	Seymour Housing Authority	AP Correction Reimburse 08022018	No	\$8,251.02
1839	08/07/2018	No	CHK	Seymour Housing Authority	AP MR 08/07/2018 Reimburse	No	\$2,439.74

Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Federal

Filter Criteria Includes: 1) Project: All, 2) Payment Date: 7/12/2018 to 8/7/2018, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 424-0200579, GL Account: 1111.4

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
2098	07/12/2018	No	CHK	Seymour Housing Authority	Reimb revolving for vendor payment	No	\$65,208.04
2099	07/12/2018	No	CHK	Seymour Housing Authority	Fund Payroll #15 pay date 7/12/201	No	\$9,000.00
2100	07/12/2018	No	CHK	Callahan House Tenants Associat	RSC pay period ending 7/14/2018	No	\$2,692.30
20000	07/25/2018	No	CHK	DJP Electric LLC	Service call Callahan rear door	No	\$745.00
20001	07/30/2018	No	CHK	Seymour Housing Authority	Reimburse Payroll # 16 pay date 8/	No	\$9,000.00
20002	07/30/2018	No	CHK	Callahan House Tenants Associat	RSC Pay Period 07/15/18 - 07/28/18	No	\$2,692.30
20003	07/30/2018	No	CHK	Jennifer Clarall	Contractor RSC JClarall 07/15 - 07/28	No	\$360.00
20004	08/02/2018	No	CHK	Seymour Housing Authority	AP 08/02/2018 Fed Reimburse	No	\$9,087.00
20005	08/02/2018	No	CHK	Seymour Housing Authority	AP Correction Reimburse 08022018	No	\$9,087.00
20006	08/07/2018	No	CHK	Seymour Housing Authority	AP Fed 08/07/2018 Reimburse	No	\$2,207.20

Mr. White
Exhibit I

Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
SHA Development Corporation

Filter Criteria Includes: 1) Project: SHA Development Corporation, 2) Payment Date: 6/30/2018 to 7/11/2018, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1000

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
321	07/02/2018	No	CHK	Silver Petrucci & Associates	CD Construction Doc & Admin, BID	No	<u>\$10,000.00</u>

June 2018

Minutes
Exhibit II

Housing Authority of the Town of Seymour

Executive Director's Report

Minutes
Exhibit #

Occupancy

Rev. Callahan House:

2018 Year-to-Date Vacancies: 11

Callahan House experienced 3 move ins and 2 move outs during May 2018. Callahan House has experienced 174 vacancy days since January 1, 2018 and has averaged 15.81 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; 174 days/ 29200 days available = .5958% percentage through May 31, 2018.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 = 960 unit months available (UMA). 960 X 3% = 29 UMA or 348 days. For 2017 subsidy calculation, we used 203 days and have 145 days to use for the balance of the Subsidy year. For 2018 we used 328 vacancy days and 20 vacancy days to use for the balance of the Subsidy year ending June 30, 2018.

CALLAHAN HOUSE		VACANCY/TURNOVER DAYS		###
FEDERAL ELDERLY		Vacancy Turnover Days: 2018		

UNIT	PRIOR RESIDENT	MOVE-OUT	NEXT RESIDENT	IN-DATE	No. of Days
3D	Najda	11/15/2017	Stotz	1/2/2018	2
2B	Furfaro	11/30/2017	Mahan	1/19/2018	19
3G	Wilhelmy	1/2/2018	Casci	1/18/2018	16
2H	Shortell	1/8/2018	Lamond	2/2/2018	24
3T	Madore	2/5/2018	Gargiulo	2/22/2018	17
3D	Stotz	2/19/2018	Rios	4/1/2018	41
3E	Gazi	2/22/2018	Faircloth	3/6/2018	12
2K	Yocher	4/1/2018	Solanch	4/6/2018	5
4X	Salzano	4/30/2018	Perugini	5/10/2018	11
2P	Perugini	5/10/2018	Eaton	5/30/2018	20
4N	DiFederico	5/10/2018	Brown	5/17/2018	7

Average number of vacancy days per vacancy

15.81

Minute,
Exhibit II

Norman Ray House

2018: Year-to-Date Vacancies

4

Norman Ray House experienced two move outs during May 2018. Norman Ray House has experienced 90 vacancy days since January 1, 2018 and has averaged 22.5 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; 90 days/ 14600 days available = 0.6164% percentage through May 31, 2018.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 = 480 unit months available (UMA). 480 X 3% = 14 UMA or 168 days. For the 2016 subsidy calculation year, we had experienced 113 days and had 51 days to use for the balance of the subsidy year calculation (July 1, 2015 to June 30, 2016). For the 2017 subsidy calculation, we used 39 vacancy day and have 129 days left to use. For the 2018 subsidy calculation we used 131 days and have 37 days left to use through June 30, 2018.

NORMAN RAY HOUSE

VACANCY/TURNOVER DAYS 2018

FEDERAL ELDERLY

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
26	Gillison, F	2/28/2018	Siksay	4/24/2018	39
7	Gillison, H	2/28/2018	Weinstein	4/3/2018	34
18	Stora	5/15/2018			16
14	Thorpe	5/31/2018			1

Average number of vacancy days per vacancy:

22.5

minutes
exhibit II

State Moderate Rental 2018 Year-to-Date Vacancies 4

Moderate Rental experienced two move outs and one move in during May 2018. Moderate Rental has experienced 105 vacancy days since January 1, 2018 and averaged 26.25 days per vacancy through May 31, 2018. 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; 105 days/ 29565 days available = .3551% percentages through May 31, 2018.

STATE MODERATE RENTAL VACANCY/TURNOVER DAYS 2018
FAMILY HOUSING

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
6C	460	Veras	12/15/2017	Speciale	2/1/2018	32
28C	470	Garcia	12/28/2017	Brown	2/21/2018	52
37C	470	Rivera	5/1/2018	Ortiz	5/21/2018	20
30C	470	Abrue-Shefler	5/30/2018			1

Average number of vacancy days per vacancy: 26.25

We have experienced \$1,634 vacancy loss since January 1, 2018. We have budgeted \$2,682.50 for vacancy loss through May 31, 2018.

Mint's
Exhibit II

Section
2

General Information.

Complaints

Callahan House

We received a complaint that a resident on the 3rd floor was being noisy, dropping things, kicking things, making noise in the middle of the night. A pre-termination letter was sent to the resident of the 3rd floor. A grievance hearing was held and we are waiting on the Hearing Officer's decision.

We received a complaint that a resident of the 4th floor was playing loud music at night and the complainant could not sleep. A pre-termination letter was sent to the resident of the 4th floor. A grievance hearing was held and we are waiting on the Hearing Officer's decision.

We received a complaint that a resident has been speaking to and about the complainant in a manner that is an invasion of privacy. The comments are for no good or lawful reason or purpose other than to distress the person. These comments are not condoned and may be considered as violations of the Lease. They cause substantial emotional distress for the resident. They could result in a civil harassment suit. For this reason, we have set up a mediation to see if the issue may be resolved and to inform both residents about the seriousness of their discussions.

We received a complaint that a resident has interfered with another resident's employment by limiting the use of the washers and dryers. We will also hold a mediation with these two residents.

We received an excessive noise complaint about a resident on the 3rd floor. A pre-termination notice was submitted to the resident alleged to be making noise. We are still fact finding in this matter.

Norman Ray House

We have received several complaints regarding smoking at the Norman Ray House. We will follow up on these complaints.

During April and May we were working on a complaint about doors slamming and someone's mail mis-delivered. The complainant had taken steps that we believed threaten and harassed and disturbed the peaceful enjoyment of each and every resident of the building. A pre-termination notice was issued to the complainant and as a result, the complainant moved out.

Moderate Rental

None

Minutes
Exhibit II

Rev. Callahan House

- 6 Annual Inspections for 2018 have been completed.
- We experienced power failure as a result of the Tornado that occurred during May. Power was out for 3 days. Building systems were down including the elevator. A stand alone generator provided power for some common area lighting and a few outlets in common areas.

An effort to provide food for the residents of Callahan House and the Norman Ray House was met with great success. The day after the tornado, Liz and Ted (Sr.) Holley of Seymour Janitorial provided a chicken dinner for all the residents of Callahan House and Norman Ray House. Meals for the residents of both buildings were provided by TEAM and the Area Agency on Aging. This was an amazing response to the emergency situation.

Norman Ray House

- As a result of the power being out due to the tornados during May, we have experienced a failure of the dry sprinkler system at the Norman Ray House. The system has a compressor that maintains a balance of air and water. Since there was no power to the compressor for 3 days, it caused a failure. The system will not reset and as a result, the building is not protected at this time with the sprinkler system. The work to repair this system was estimated at \$7,600. The backflow preventor to the system was also affected and will not hold the water back. The repair to this is estimated at an additional \$7,500.

Moderate Rental

- As a result of a recent regular maintenance of the Pump Ejection septic system at Seymour Ave. we have been informed of certain pump replacement issues. The work is estimated at \$3600.