

MINUTES

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DATE: 7/9/2019
TIME: 10:01 AM
TOWN CLERK'S OFFICE

1000th Meeting

The 1000th a Regular Meeting of the Seymour Housing Authority was held Wednesday July 10, 2019 at the Smithfield Gardens Assisted Living facility in the Multipurpose room located at 26 Smith St Seymour CT and was called the order at 5:31 PM by Chairperson White.

ROLL CALL

Answering the Roll Call Commissioners Bellucci, Dota, Horelick and White.

Also present were Attorney Gregory Stamos and Secretary and Executive Director David Keyser. Teila Lanci, Resident Services Coordinator was also present.

PUBLIC COMMENT

Dominick Bellucci introduced John Courtney, Vice President of the Callahan House Tenant Association. John introduced the Association Board members of the Callahan House Tenant Association and thanked the Seymour Housing Authority for having the Association be part of the 1,000th meeting celebration.

PREVIOUS MEETING MINUTES

Chairperson White introduced the previous meetings minutes of the 999th Annual Meeting held on Wednesday June 5, 2019.

Commissioner Bellucci motioned to accept the minutes of the 999th Regular meeting held on Wednesday June 5, 2019 as presented. Commissioner Horelick seconded the motion. Commissioner White acknowledged the motion and its second and asked all those in favor of the motion to vote aye. Voting aye were commissioners Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried.

BILLS & COMMUNICATIONS

Commissioner white introduced the bills (See exhibit I).

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

The Executive Director reviewed the pertinent correspondence which included mail from CHFA's Asset Manager, Elizabeth Chase (See Exhibit II) relative to a recent Management Review completed on the State Moderate Rental dwelling units. He reviewed the reports and stated the scores were all over 90% for Castle Heights, Smith Acres, Smith Acres Ext. and Hofmann Heights.

EXECUTIVE DIRECTOR'S REPORT

See Exhibit III

The Executive Director reviewed his report. He concluded by Congratulating the Board of Commissioners on the 1,000th board meeting of the Seymour Housing Authority. He added that he has been the Executive Director for approximately 360 of those 1,000 meetings.

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Chairperson White thanked the Board of Commissioners, Past and Present for their volunteer service and all the hard work that gets done each year.

Commissioner Bellucci thanked the Executive Director for his hard work and commitment to the Authority and the residents, over the past 30 years. He also thanked the Board Members for their services over their tenure.

Commissioner Dota also thanked the Board Members and the Executive Director for all the efforts put in over the years.

Commissioner Horelick thank the Commissioners past and present for past support and dedication

OLD BUSINESS

Commissioners Bellucci and Dota both commented about the need for a back up generator for the Rev. Callahan House. Commissioner Bellucci would like to have Teila Lanci, Resident Services Coordinator start writing grants to fund the generator. Commissioner Dota offered to write petition letters in support of an application for the installation of a Back Up Generator for the Rev. Callahan House. Commissioner Bellucci recommended that an application be written to the Katherine Matthies Foundation for the funding.

The Executive Director stated that the cost of a back up generator large enough to operate the building is very costly. There are a lot of costs associated with the mere design of a generator. He stated that the Callahan House electric system would have to be remodeled in order to accommodate new wiring required to accommodate the generator. He stated that this may also cause upgrades to be done to the major electrical systems to accommodate installation of new electrical supplies.

NEW BUSINESS

Commissioner Bellucci and Teila Lanci discussed a need for the Resident Services Coordinators. He stated that the one room office is inadequate for three people to manage the case work and referrals occurring. He also stated that there is an issue with privacy in that Residents can overhear conversations in the Resident Services Coordinator's office from the community space located behind the office. He added that the office is not ADA compliant in that people with walkers, wheelchairs and scooters cannot get into the office very well due to the size of the office. Teila Lanci added that last year 95 of 100 resident were served and the RSC's respond to over 1,000 calls annually.

After some further brief discussion, Commissioner Bellucci motioned to authorize the Executive Director to request that HUD approve taking a dwelling unit offline for the purpose of creating an office for the Resident Services Coordinator. 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 Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried.

ANY OTHER BUSINESS PERTAINING TO THE BOARD

None.

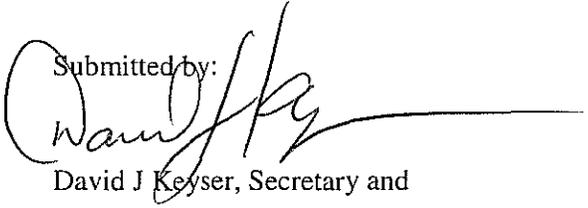
ADJOURNMENT

Chairperson White asked for a motion to adjourn the 1000th meeting of the Seymour Housing Authority. At 5:57 PM Commissioner Horelick motioned to adjourn the 1000th meeting of the Seymour Housing Authority. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its

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second and asked all those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Bellucci, Horelick and White. Chairperson White declared the motion carried and the 1000th meeting adjourned.

Submitted by:

A handwritten signature in black ink, appearing to read "David J. Keyser", with a long horizontal line extending to the right.

David J Keyser, Secretary and

Executive Director.

Minutes
Exhibit I
Seymour Housing Authority

Vendor Accounting Cash Payment/Receipt Register
Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: June 2019, 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: 0615014177, 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>
12	06/06/2019	No	DD	SHA PAYROLL	Payroll #12	No	\$29,150.23
13	06/19/2019	No	DD	SHA PAYROLL	Payroll #13	No	\$30,208.87
3465	06/12/2019	No	VD	Christina Dargel	Stale check	No	(\$80.00)
3614	06/12/2019	No	VD	Radovich Builders, LLP	Stale check	No	(\$60.00)
3827	06/12/2019	No	VD	State of CT Superior Court	Stale check	No	(\$75.00)
4983	06/12/2019	No	VD	Jeff's Appliance And Vacuums	Stale check	No	(\$215.95)
5490	06/12/2019	No	VD	Callahan House Tenants Associat	Stale check	No	(\$25.00)
8071	06/12/2019	No	VD	Daystar Housing Inspections, LLC	Stale check	No	(\$2,025.00)
8164	06/12/2019	No	VD	New England Regional Council N	Stale check	No	(\$70.00)
9261	06/12/2019	No	VD	United States Liability Insurance	Stale check	No	(\$439.10)
9504	06/12/2019	No	VD	New England Regional Council N	Stale check	No	(\$100.00)
9820	06/12/2019	No	VD	Frontier	Stale check	No	(\$615.66)
9821	06/12/2019	No	VD	Frontier	Stale check	No	(\$495.63)
9822	06/12/2019	No	VD	Frontier	Stale check	No	(\$151.80)
10000	06/12/2019	No	VD	Treasurer, State of Connecticut	Stale check	No	(\$12.00)
10125	06/12/2019	No	VD	VSP	Stale check	No	(\$62.86)
10948	06/06/2019	No	CHK	Advance Communications Inc	04/03/19-4/30/19 Message Service	No	\$327.00
10949	06/06/2019	No	CHK	Aegis Energy Services, Inc.	Cogeneration Maintenance Monthly	No	\$3,549.80
10950	06/06/2019	No	CHK	Aflac Attn: Remittance Processing	Policy DHF89 May	No	\$301.44
10951	06/06/2019	No	CHK	Anthem Blue Cross and Blue Shie	Premium 06/01/2019 - 07/01/2019	No	\$5,440.90
10952	06/06/2019	No	CHK	Anthem Dental	06/1/19 - 06/30/19 Premium	No	\$539.76
10953	06/06/2019	No	CHK	Crystal Rock	Crystal Rock Premium water	No	\$42.09
10954	06/06/2019	No	CHK	Europa Enterprises, LLC	Painted apartment 34 Ray WO#428	No	\$1,490.00
10955	06/06/2019	No	CHK	Eversource	Act# 5177 958 3004	No	\$5,492.16
10956	06/06/2019	No	CHK	Experian	March 2019 - TCTA-6906070	No	\$706.64
10957	06/06/2019	No	CHK	Family Mobile LLC	Oil Change wash Fluid	No	\$498.47
10958	06/06/2019	No	CHK	Ford Motor Credit Company	2016 Ford Transit Connect XL	No	\$574.87
10959	06/06/2019	No	CHK	Friends Of Fur LLC	General pests 4N Callahan	No	\$925.00
10960	06/06/2019	No	CHK	George Ellis Company	Annual billing per service contract	No	\$1,900.00
10961	06/06/2019	No	CHK	Gregory Stamos	Legal Fees and court time for variou	No	\$2,870.60
10962	06/06/2019	No	CHK	Lincoln National Life Insurance C	Premium 06/01/2019 - 06/31/2019	No	\$388.08
10963	06/06/2019	No	CHK	MAWC, LLC	Monthly accounting service for Jan 2	No	\$1,218.75
10964	06/06/2019	Yes	CHK	New England Regional Council N	Membership dues 1/1/2019-	No	\$110.00
10964	06/20/2019	No	VD	New England Regional Council N	Wrong vendor	No	(\$110.00)
10965	06/06/2019	No	CHK	Reitman Personnel Services, Inc.	Bravo, Mayra week ending 3/17/201	No	\$938.12
10966	06/06/2019	No	CHK	Sprague Operating Resources LL	Act# 72003843	No	\$7,935.17
10967	06/06/2019	No	CHK	Sprint	Cell phone Apr 07 - May 06 2019	No	\$397.56
10968	06/06/2019	No	CHK	St. Treasurer For Merfund	MERF 05-2019	No	\$6,420.35
10969	06/06/2019	No	CHK	VSP	June 2019 billing 30 019995 0001	No	\$146.02
10970	06/06/2019	No	CHK	WEX BANK	Fuel Purchases	No	\$329.73
10971	06/06/2019	No	CHK	Xerox Financial	04/30 - 05/29 010-0026454-001	No	\$472.41
10972	06/06/2019	No	CHK	Callahan House Tenants Associat	Monthly Association fee	No	\$25.00
10973	06/06/2019	No	CHK	Management Computer Services I	Monthly support fee	No	\$1,262.79
10974	06/06/2019	No	CHK	Norman Ray Tenant Association	Monthly Association fee	No	\$25.00
10975	06/10/2019	No	CHK	Liberty Bank	HSA Funding for D Keyser June 201	No	\$4,350.00
10976	06/10/2019	No	CHK	Liberty Bank	HSA Funding for D DeSantis June 2	No	\$1,750.00
10977	06/10/2019	No	CHK	Liberty Bank	HSA Funding for L Thomas June 20	No	\$1,750.00

Minutes
Exhibit I
Seymour Housing Authority

Vendor Accounting Cash Payment/Receipt Register
Revolving Fund

Filter Criteria Includes 1) Project: Revolving Fund 2) Payment Date: All 3) Financial Period: June 2019 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: 0615014177, 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>
10978	06/10/2019	No	CHK	Liberty Bank	HSA Funding for C Taylor June 201	No	\$1,750.00
10979	06/10/2019	No	CHK	Liberty Bank	HSA Funding for K Crawford June 2	No	\$1,750.00
10980	06/10/2019	No	CHK	Liberty Bank	HSA Funding for B Lavigne June 20	No	\$1,750.00
10981	06/10/2019	No	CHK	Phada Membership	Membership Housing Authority Keys	No	\$425.00
10982	06/10/2019	No	CHK	Purchase Power	Postage meter activity act.# 8000-	No	\$1,041.98
10983	06/07/2019	No	CHK	Radovich Builders. LLP	Checked all wires from box to TV	No	\$162.50
10984	06/07/2019	No	CHK	Radovich Builders. LLP	Check moisture content with meter	No	\$2,880.00
10985	06/11/2019	No	CHK	Gregory Stamos	Legal fees and court time	No	\$6,737.40
10986	06/20/2019	No	CHK	NERC/NAHRO	Housing Authority Member Annual D	No	\$110.00
10987	06/21/2019	No	CHK	Eversource	Act# 5177 958 3004	No	\$1,799.02
10988	06/21/2019	No	CHK	Eversource	Act# 5775 048 0048	No	\$1,451.99
10989	06/21/2019	No	CHK	Eversource	Act# 5775 048 0048	No	\$1,535.56
10990	06/21/2019	No	CHK	Eversource	Act# 5111 869 4017	No	\$45.33
10991	06/21/2019	No	CHK	Eversource	Act# 5145 776 4090	No	\$97.02
10992	06/21/2019	No	CHK	Eversource	Act# 5145 776 4090	No	\$89.31
10993	06/21/2019	No	CHK	Eversource	Act# 5136 648 3014	No	\$1,973.63
10994	06/21/2019	No	CHK	Eversource	Act# 5136 648 3014	No	\$1,691.00
10995	06/21/2019	No	CHK	Eversource	Act# 5145 056 4059 - 39 Ray	No	\$74.18
10996	06/21/2019	No	CHK	Eversource	Act# 5131 467 8087 - 28 Seymour A	No	\$13.51
10997	06/21/2019	No	CHK	Eversource	Act# 5169 346 4042 - 18 Ray	No	\$135.92
10998	06/21/2019	No	CHK	Eversource	Act# 5123 908 8099 - 4 Chamberlain	No	\$36.96
10999	06/21/2019	No	CHK	Comcast	Act# 8773 40 216 0027070	No	\$1,542.80
11000	06/21/2019	No	CHK	Comcast	Act# 8773 40 216 0041287	No	\$781.21
11001	06/21/2019	No	CHK	Comcast	Act# 8773 40 216 0069528	No	\$171.85
11002	06/21/2019	No	CHK	Comcast	Act# 8773 40 216 0069528	No	\$171.85
11003	06/21/2019	No	CHK	Comcast	Act# 8773 40 2116 0174468	No	\$93.85
11004	06/21/2019	No	CHK	Comcast	Act# 8773 40 216 0174468	No	\$86.90
11005	06/21/2019	No	CHK	Comcast	Act# 8773 40 216 0256349	No	\$138.16
11006	06/21/2019	No	CHK	Comcast Business	Act# 8773 40 216 0263568	No	\$117.98
11007	06/21/2019	No	CHK	Comcast Business	Act# 8773 40 216 0263568	No	\$127.41
11008	06/21/2019	No	CHK	Frontier	Act# 203-888-4579-123179-5	No	\$266.06
11009	06/21/2019	No	CHK	Frontier	Act# 203-881-2464-110206-5	No	\$330.00
11010	06/21/2019	No	CHK	Frontier	Act# 203-881-0115-021194-5	No	\$76.54
11011	06/21/2019	No	CHK	Aquarion Water Company	Act# 200086455	No	\$142.91
11012	06/21/2019	No	CHK	Aquarion Water Company	Act# 200086434	No	\$570.95
11013	06/21/2019	No	CHK	Aquarion Water Company	Act# 200086434	No	\$590.16
11014	06/21/2019	No	CHK	Aquarion Water Company	Act# 200086455	No	\$140.84
11015	06/21/2019	No	CHK	Aquarion Water Company	Act# 600001207 Device testing	No	\$110.00
11016	06/21/2019	No	CHK	Aquarion Water Company	Act# 200086443	No	\$142.91
11017	06/21/2019	No	CHK	Aquarion Water Company	Act# 200086423	No	\$1,104.81
11018	06/21/2019	No	CHK	Aquarion Water Company	Act# 200086423	No	\$1,268.13
11019	06/21/2019	No	CHK	Aquarion Water Company	Act# 200086443	No	\$29.10
11020	06/21/2019	No	CHK	Aquarion Water Company	Act# 2002282214 - 23 Seymour Ave	No	\$18.66
11021	06/21/2019	No	CHK	Aegis Energy Services. Inc.	Cogeneration Maintenance Monthly	No	\$1,774.89
11022	06/21/2019	No	CHK	Allen's Plumbing Supply	Plastic to cast iron ferro	No	\$93.42
11023	06/21/2019	No	CHK	American Express	Account ending 6-36005	No	\$947.61
11024	06/21/2019	No	CHK	American Rooter LLC	Snake tub and main line at 28 Sey	No	\$902.50

Minutes
Exhibit I

**Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Revolving Fund**

Filter Criteria Includes: 1) Project Revolving Fund 2) Payment Date All 3) Financial Period June 2019 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: 0615014177, 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>
11025	06/21/2019	No	CHK	AmTust North America	Workers Comp Premium 27061737-	No	\$599.00
11026	06/21/2019	No	CHK	Anthem Blue Cross and Blue Shie	Premium 07/01/2019 - 08/01/2019	No	\$6,403.46
11027	06/21/2019	No	CHK	Bender Plumbing Supplies Inc.	6 moen kitchen faucets	No	\$539.90
11028	06/21/2019	No	CHK	Buddy's Fuel. LLC	Annual cleaning	No	\$1,540.00
11029	06/21/2019	No	CHK	Cintas	Uniforms Crawford Thomas	No	\$347.55
11030	06/21/2019	No	CHK	Department Of Labor Business M	VPN key 1/1/18 - 6/30/18	No	\$272.56
11031	06/21/2019	No	CHK	Europa Enterprises. LLC	Paint 18 Ray - WO# 43306	No	\$1,780.00
11032	06/21/2019	No	CHK	Friends Of Fur LLC	General pests 3 Chamberlin Rd	No	\$1,190.00
11033	06/21/2019	No	CHK	Ge Appliance	Two hot point ranges	No	\$750.00
11034	06/21/2019	No	CHK	Grassy Turtle LLC	Lawn maintenance contract - Callah	No	\$2,386.50
11035	06/21/2019	Yes	CHK	Hearst Media Services	Ad in the CT Post	No	\$1,688.60
11035	06/24/2019	No	VD	Hearst Media Services	Wrong disbursement account	No	(\$1,688.60)
11036	06/21/2019	No	CHK	Industrial Chem Labs	Sewer cleaner	No	\$108.64
11037	06/21/2019	No	CHK	KardasLarson LLC	Human resource consulting - March	No	\$640.00
11038	06/21/2019	No	CHK	Lincoln National Life Insurance C	Premium 07/01/2019 - 07/31/2019	No	\$388.08
11039	06/21/2019	No	CHK	Network Synergy Systems Integra	Agreement Silver level workstation	No	\$288.00
11040	06/21/2019	No	CHK	Oak Ridge Hauling. LLC	May 19 Trash Service	No	\$481.58
11041	06/21/2019	No	CHK	Oak Ridge Hauling. LLC	May 19 Trash Service	No	\$442.48
11042	06/21/2019	No	CHK	Seymour Janitorial Services	Callahan Monthly Cleaning Services	No	\$2,402.00
11043	06/21/2019	No	CHK	Seymour Water Pollution Control	Sewer and interest 10/01/2018 - 04/	No	\$6,981.34
11044	06/21/2019	No	CHK	Sprint	Cell phone May 07 - Jun 06. 2019	No	\$417.56
11045	06/21/2019	No	CHK	St Treasurer For Merfund	MERF - Annual Administrative Char	No	\$2,080.00
11046	06/21/2019	No	CHK	Sure - Shot Pressure Washing	Powerwash 5 units at Brothers court	No	\$3,500.00
11047	06/21/2019	No	CHK	WB Mason	Univ Bath tis. towel	No	\$1,352.69
11048	06/21/2019	No	CHK	Window Products Awning. Blind &	1 Hunter Douglas. Center split	No	\$486.00
11049	06/21/2019	No	CHK	Xerox Financial	5/30 - 6/29 010-0026454-001	No	\$472.41
11050	06/21/2019	No	CHK	Radovich Builders. LLP	WO# 42191 - Installed new handle o	No	\$240.00
11051	06/21/2019	No	CHK	Radovich Builders. LLP	Primed and painted ceiling	No	\$1,722.50
11052	06/28/2019	No	CHK	Arthur J Gallagher Risk Manage	RENB Crime	No	\$315.00

Smithfield

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

Filter Criteria Includes: 1) Bank Name: TD Banknorth 2) Bank Account: TD 4318164011 Operating Cash 4318164011 3) Check Numbers From: From 90443 4) Date From: 5/21/2019 to 6/30/2019

<u>Check No.</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Check Description</u>	<u>Voided</u>	<u>Cleared</u>	<u>Amount</u>
90443	05/22/2019	Dobson, Louise	PH AP Payment May 19	No	Yes	500.28
90444	06/03/2019	Seymour Housing Authority	Payment to Revolving Fund from Smithfield Gar	No	No	3,041.00
90445	06/06/2019	Advance Communications Inc	Message service 5/29/19 - 6/25/19	No	No	247.20
90446	06/06/2019	Carter Hayes + Associates. P.C.	Audit FS for year end December 31 2018	No	No	6,670.00
90447	06/06/2019	Comcast	Act# 8773 40 216 0069536	No	No	63.66
90448	06/06/2019	Cura Hospitality. LLC	April Meal Services	No	No	28,588.40
90449	06/06/2019	Eversource	Act# 5147 148 3099	No	No	227.29
90450	06/06/2019	Phillip Crosson	Magic Show	No	No	140.00
90451	06/06/2019	Curran, Trevor	One Hour Performance	No	No	150.00
90452	06/06/2019	Seymour Housing Authority	AP SGAL 06/06/2019 reimbursement	No	No	11,133.36
90453	06/10/2019	Seymour Housing Authority	SGAL HSA Phada Purchase Power reimburse	No	No	2,516.75
90454	06/11/2019	Seymour Housing Authority	AP SGAL 06/11/19 reimbursement G Stomas	No	No	49.75
90455	06/19/2019	Seymour Housing Authority	Fund Payroll # 12 & 13 Smithfield	No	No	27,952.87

TRIPLES
Exhibit 2
Act# 200204656

90456	06/21/2019	Aquarion Water Company Of CT		No	No	276.89
90457	06/21/2019	Bloxam Enterprises, LLC	Steam clean carpeting: Dining room	No	No	583.20
90458	06/21/2019	Buddy's Fuel, LLC	Install new belts on both units	No	No	150.00
90459	06/21/2019	Clear Water	Full Service Water Treatment	No	No	145.84
.0460	06/21/2019	Comcast	Act# 8773 40 216 0069536	No	No	58.95
90461	06/21/2019	Cura Hospitality, LLC	Meal Services - March 2019	No	No	29,870.32
90462	06/21/2019	Grassy Turtle LLC	Lawn maintenance contract	No	No	2,762.25
90463	06/21/2019	Seymour Janitorial Services	Monthly Cleaning Services May 2019	No	No	84.00
90464	06/21/2019	Sure - Shot Pressure Washing	Cleaning patio, fence and walkway	No	No	578.00
90465	06/21/2019	Window Products Awning, Blind & Shade	2 Hunter Douglas mini blinds	No	No	400.00
90466	06/24/2019	Seymour Housing Authority	AP SGAL 06/21/2019 reimbursement	No	No	5,268.81
90467	06/24/2019	Sweat, Helen	PH AP Payment Jun 19	No	No	566.50
90468	06/24/2019	Moseley, William	PH AP Payment Jun 19	No	No	1,528.10

MR

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

Filter Criteria Includes 1) Bank Name: TD Banknorth, 2) Bank Account: Cash 12345 3) Check Numbers From: All, 4) Date From: 6/1/2019 to 6/30/2019

Check No.	Check Date	Recipient	Check Description	Voided	Cleared	Amount
40075	06/03/2019	Hannon, Sue	PH AP Payment Jun 19	No	No	508.40
40076	06/06/2019	Payne Jr, Charles	Use retro kit parts for bathroom vent fan	No	No	9,798.00
40077	06/06/2019	Connecticut Housing Finance Authority	Loan 96089D Payment SHA Hoffman HGTS M	No	No	462.02
40078	06/06/2019	Europa Enterprises, LLC	Paint 28 Seymour Ave basement - WO# 43227	No	No	2,760.00
40079	06/06/2019	Seymour Housing Authority	AP MR 06/06/2019 reimbursement	No	No	6,735.38
40080	06/10/2019	Seymour Housing Authority	Fed HSA Phada Purchase Power reimburseme	No	No	4,954.94
40081	06/11/2019	Seymour Housing Authority	AP MR 06/11/19 reimbursement G Stomas	No	No	2,737.42
082	06/19/2019	Seymour Housing Authority	Fund Payroll # 12 & 13 MR	No	No	12,963.89
40083	06/24/2019	Seymour Housing Authority	AP MR 06/21/2019 reimbursement	No	No	11,461.78

**Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Federal**

Filter Criteria Includes 1) Project: All, 2) Payment Date: All, 3) Financial Period: June 2019, 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: Liberty, Bank Account: 6576750468, GL Account: 1111.KM

Posted Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
113	06/05/2019	No	CHK	Jennifer Ciaralli	RSC pay period ending June 1 2019	No	\$378.00
114	06/19/2019	No	CHK	Jennifer Ciaralli	RSC period ending 06/15/2019	No	\$378.00

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

Posted Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
20080	06/06/2019	No	CHK	Seymour Housing Authority	AP Federal 06/06/2019 reimbursem	No	\$26,458.97
20081	06/10/2019	No	CHK	Seymour Housing Authority	Fed HSA Phada Purchase Power rei	No	\$7,095.29
20082	06/11/2019	No	CHK	Seymour Housing Authority	AP Federal 06/11/19 reimbursement	No	\$3,950.23
20083	06/11/2019	No	CHK	Callahan House Tenants Associat	Advance for T Chesver salary paid 0	No	\$1,000.00
20084	06/19/2019	No	CHK	Seymour Housing Authority	Fund Payroll # 12 & 13 Federal	No	\$18,442.34
20085	06/24/2019	No	CHK	Seymour Housing Authority	AP Federal 06/21/19 reimbursement	No	\$41,766.59

minutes
Exhibit II



June 26, 2019

Seymour Housing Authority

28 Smith Street
Seymour, CT 06483
Attention: Dave Keyser

Re: Castle Heights
CHFA #: 85158D

Thank you for enabling me to complete your Annual Site Observation on June 25, 2019

Please see the attached Management Review and Physical Review reports along with the unit observations for the results of my visit.

We spoke about power-washing but it is already in process so please let me know what that is completed.

If any corrective action is required: Please provide a remedy / repair response (with photographs) for any and all findings notated in the attached reports (including building and unit observations) before the date below.

Please note that commentary or the lack of commentary related to my observation is not intended to replace or be a substitute for findings made by a qualified Engineer or Architect and should not be relied upon as such.

Response Date: July 26, 2019

Thank you,

Liz Chasse, RHM
Asset Manager
Connecticut Housing Finance Authority



Loan Number:	85158D
Project Name:	Castle Heights
Observed By:	Liz Chasse, RHM
Date of Management Review:	6/25/2019

MANAGEMENT REVIEW SECTION

CHFA Form HM 7-25B (Rev.7/13/2016)

I. Financial Reporting

Have the following reports been consistently submitted on a timely basis? (Look at multiple periods)

Annual Audited Financial Statements	Yes
Interim Operating Statements	Yes
Annual Budgets/Management Plans	Yes

If the reports have been submitted, were they received in an acceptable form?

Yes

If the Owner/Agency has taken unauthorized distributions, reimbursements or supervisor fees, have these been repaid?

N/A

If no, indicate amount due project: _____

If required, have all required deposits to the residual receipts fund been made?

N/A

Does the balance of security deposit trust account equal or exceed liability?

Yes

If no, explain how deficit will be funded.

If security deposits are invested in an interest-bearing account, is interest passed through to tenants in accordance with the CT State Department of Banking Statute?

Yes

Is there an up to date executed and copy of mgmt agreement on file at CHFA?

N/A

Is the management fee (if applicable) paid to the agent in accordance with the Management Agreement?

N/A

Are all findings from previous management reviews resolved?

N/A

If no, specify below.

Has the Owner/Agent corrected all findings on the Audited Financial Statement?

N/A

Budget Management

Does the Owner/Agent's staff have access to the current operating budget to monitor and control expenses?

Yes

Has the Owner/Agent considered energy saving measures such as solar, etc..? ---- Informational only

Yes

Accounts Receivable/Payable

Are tenant accounts receivable reasonably current?

Yes

Does the Owner/Agent have a plan to reduce outstanding resident receivables?

N/A

Is there a procedure for write off of bad debts?

Yes

Is accounts payable reasonably current?

Yes

Comments on above categories:

Accounting and Bookkeeping

If there are automobiles charged to the property, are the titles in the name of the property/ownership or HA?

Yes

If the property has charge cards, are the charge cards in the name of the property/ownership or HA?

Yes

II. Management Operations

Application Processing/Tenant Selection

Does the project maintain a waiting list of prospective tenants?

Yes

Leases and Deposits

Aside from rents and security deposits are other charges posted (or in lease) in accordance with policies?

Yes

If other charges aside from rents and security deposits are assessed, have they been approved by CHFA?

N/A

Does the resident lease address new legislation date 10/1/15 regarding fire sprinkler systems?

Yes

Eviction

Is CHFA being notified of termination of tenancy for anything other than non payment of rent? (CHFA Multifamily)

N/A

Tenant File Security

Are files locked and secured?

Yes

Tenant Concerns

Is there a written grievance procedure? If yes, review a copy.

Yes

Provision of Tenant Services

Are there resident services and/or activities?

N/A

Is there a Resident Service Coordinator for the project?

No

Are the Resident Service Coordinators' files kept secure and confidential?

N/A

Are there any resident councils? - Informational only

Yes

General Management Operations

Are after hours/emergency/711 ADA telephone numbers posted?

Yes

Does the Owner/Agent have a fidelity bond as required by management agreement?

N/A

If the project is owned by a cooperative, nonprofit or HA entity, does the Board of Directors meet regularly?

Yes

Review complaints, congressional inquiries, etc. received within the last 12 months regarding the overall management practices. Provide a general description below or attach applicable documentation.

Issue/Complaint

Status

--	--

Comments on above categories:

--

III. POLICIES AND PROCEDURES

Procedures & Policies related to admissions and Continued Occupancy

Does the property have policies regarding the following:

- Master Key Policy Yes
- Affirmative Fair Marketing / Marketing Plan Yes
- Resident Selection Plan Yes

Policies & Procedures Related to Management

Does the property have policies regarding the following:

- Personnel Yes
- Conflict of interest Yes
- Cash management & security deposit escrow (state regulations) Yes

Resident Services & Activities

- Does the property have a community room use policy that includes a fee? N/A
- Do the residents have access to the community room 24/7? - Informational only N/A

Maintenance

- Does the owner have a listing of contractual services? Yes
- Is there a schedule for preventative maintenance/servicing of systems? Yes
- Does the owner-agent document work order history and response time? Yes
- Are smoke detectors present? Yes
- Are the smoke detectors monitored by the town or a 3rd party monitoring system? - Informational only Yes
- Is Call for Aide available? n/a

Inventory Procedure/Policy

- Is there a system for accounting of tools, equipment, supplies & keys (serial numbers, bar codes, etc.)? yes

Unit Inspection Procedure/Policy

- Are units inspected at least annually? yes

Comments on above categories:

If Overall Rating Is	Performance Value Range
Below Average	<=69
Satisfactory	70 - 79
Above Average	80 - 100

Number of questions answered 32
 Number of positive responses 31

Above Average = 96 Score

Asset Manager Override: Explain below	

Vacancy and Turnover

Residential:

Is the vacancy over 5%?

0%

No

What is the length of the vacancy?

15 days

Commercial:

Is the vacancy over 5%?

What is the length of the vacancy?

Based on the interview with on-site staff, are any of the factors listed below contributing to vacancy problems?

Vacancy and Turnover Comments

none - 300 people on the waiting list. The units are really nice.

Were escrow withdrawals for repair/replacement items taken since last site visit?

N/A

If yes, have Repairs, Replacements or improvements been completed?

Describe in detail what Repairs, Replacements or improvements have been or will be made this year.

received a CN grant to replace all roofs and oil tanks in 2018 and it was completed in 2019.

Was a C.N.A prepared within the last 5 yrs. (not required if less than 5 yrs. old)?

No

Environmental

Was construction date prior to 1978 on any building associated with this development? - Informational only

Yes

If yes, please ask the following questions:

1. Is there a Lead-Based Paint Management system in place?
2. Is there a Lead-Based Paint Disclosure provided to tenants?
3. Is the Lead-Based Paint Pamphlet distributed to tenants?

Yes
Yes
Yes

Have there been any resident claims within the last two years regarding environmental issues? - Informational only

Yes

If yes, please explain:

IV. Building Exterior and Common Area Observation

Please answer each question using the drop-down menu - S = Satisfactory U = Unsatisfactory N/A = Not Applicable

Building Exterior

Exterior	S
Ingress/Egress -Bldg/Property	S
Striping - Parking Areas	S
Drainage - Site & Parking Areas	S
Retaining Walls	S
Sidewalks	S
Landscaping	S

Building Exterior

Loading Dock(s)	n/a
Paint	S
Siding / Trim	S
Balconies / Patios / Decks	S
Refuse / Disposal	S
Fencing	n/a
Play Area / Equipment	n/a

Common Area

Ceilings	S
Interior Doors	S
Windows	S
Kitchens	S
Appliances	S
Cabinets	S
Light Fixtures	S

Signage	s
Site Lighting	s
Foundation(s)	s
Exterior Walls	s
Visible Roof Condition	s
Flashing / Eaves / Ventilators	s
Gutters / Downspouts	s
Windows / Glazing	s
Storefronts	n/a
Exterior Doors	s
Stairs/Railings	s

Trash	s
Graffiti	n/a
Other	n/a

Plumbing / Bathrooms	s
Electrical	s
Lighting	s
Basement	s
Mechanical Rooms	s
Laundry Rooms	s
Trash	s
Graffiti	n/a
Other	n/a

<i>Common Area</i>	
Lobby(s)	n/a
Hallway(s)	n/a
Stairway(s)	n/a
Interior Walls	n/a
Painting / Wall cover	n/a
Flooring / Carpets / Tiles	n/a

Description or Explanation of Failed status in Building Exterior and Common Area Observation and any Deferred Maintenance Observed:

Buildings need powerwashing but that is in the process of being completed. Lots of buildings so it will be finished in August.

V. Safety Hazards

Is there evidence that the following items are checked regularly by qualified personnel?

Emergency Systems	yes
HVAC Systems	yes
Boilers/Water Heaters	yes
Elevators	n/a
Sprinklers/Fire Protection	yes
Extinguishers	yes
Emergency lighting provided in all common rooms, halls & stairwells	n/a

Is the site free of the following conditions:

Termites, Rodents and Other Pests	yes
Tripping and/or slipping hazards	yes

If Overall Rating Is	Performance Value Range
Below Average	<=69
Satisfactory	70 - 79
Above Average	80 - 100

Number of Questions Answered 48
 Number of Positive Responses 47

Above Average = 97 Score

Asset Manager Override: Explain below.	



June 26, 2019

Seymour Housing Authority

28 Smith Street
Seymour, CT 06483
Attention: Dave Keyser

Re: Smith Acres/Ext & Hoffman Heights
CHFA #: 85159D & 85158Z, &99048D

Thank you for enabling me to complete your Annual Site Observation on June 25, 2019

Please see the attached Management Review and Physical Review reports along with the unit observations for the results of my visit.

We spoke about power washing buildings as well as checking the roof (not replaced) on one unit. Please advise when this has been done.

If any corrective action is required: Please provide a remedy / repair response (with photographs) for any and all findings notated in the attached reports (including building and unit observations) before the date below.

Please note that commentary or the lack of commentary related to my observation is not intended to replace or be a substitute for findings made by a qualified Engineer or Architect and should not be relied upon as such.

Response Date: July 26, 2019

Thank you,

Liz Chasse, RHM
Asset Manager
Connecticut Housing Finance Authority



Loan Number:	S159D & 85158Z, &99048
Project Name:	h Acres/Ext & Hoffman He
Observed By:	Liz Chasse, RHM
Date of Management Review:	6/25/2019

MANAGEMENT REVIEW SECTION

CHFA Form HM 7-25B (Rev.7/13/2016)

I. Financial Reporting

Have the following reports been consistently submitted on a timely basis? (Look at multiple periods)

Annual Audited Financial Statements	Yes
Interim Operating Statements	Yes
Annual Budgets/Management Plans	Yes

If the reports have been submitted, were they received in an acceptable form?

Yes

If the Owner/Agency has taken unauthorized distributions, reimbursements or supervisor fees, have these been repaid?

N/A

If no, indicate amount due project: _____

If required, have all required deposits to the residual receipts fund been made?

N/A

Does the balance of security deposit trust account equal or exceed liability?

Yes

If no, explain how deficit will be funded.

If security deposits are invested in an interest-bearing account, is interest passed through to tenants in accordance with the CT State Department of Banking Statute?

Yes

Is there an up to date executed and copy of mgmt agreement on file at CHFA?

N/A

Is the management fee (if applicable) paid to the agent in accordance with the Management Agreement?

N/A

Are all findings from previous management reviews resolved?

N/A

If no, specify below.

Has the Owner/Agent corrected all findings on the Audited Financial Statement?

N/A

Budget Management

Does the Owner/Agent's staff have access to the current operating budget to monitor and control expenses?

Yes

Has the Owner/Agent considered energy saving measures such as solar, etc..? ---- Informational only

Yes

Accounts Receivable/Payable

Are tenant accounts receivable reasonably current?

Yes

Does the Owner/Agent have a plan to reduce outstanding resident receivables?

N/A

Is there a procedure for write off of bad debts?

Yes

Is accounts payable reasonably current?

Yes

Comments on above categories:

--

Accounting and Bookkeeping

If there are automobiles charged to the property, are the titles in the name of the property/ownership or HA?

If the property has charge cards, are the charge cards in the name of the property/ownership or HA?

II. Management Operations

Application Processing/Tenant Selection

Does the project maintain a waiting list of prospective tenants?

Leases and Deposits

Aside from rents and security deposits are other charges posted (or in lease) in accordance with policies?

If other charges aside from rents and security deposits are assessed, have they been approved by CHFA?

Does the resident lease address new legislation date 10/1/15 regarding fire sprinkler systems?

Eviction

Is CHFA being notified of termination of tenancy for anything other than non payment of rent? (CHFA Multifamily)

Tenant File Security

Are files locked and secured?

Tenant Concerns

Is there a written grievance procedure? If yes, review a copy.

Provision of Tenant Services

Are there resident services and/or activities?

Is there a Resident Service Coordinator for the project?

Are the Resident Service Coordinators' files kept secure and confidential?

Are there any resident councils? - Informational only

General Management Operations

Are after hours/emergency/711 ADA telephone numbers posted?

Does the Owner/Agent have a fidelity bond as required by management agreement?

If the project is owned by a cooperative, nonprofit or HA entity, does the Board of Directors meet regularly?

Review complaints, congressional inquiries, etc. received within the last 12 months regarding the overall management practices. Provide a general description below or attach applicable documentation.

Issue/Complaint	Status

Comments on above categories:

III. POLICIES AND PROCEDURES

Procedures & Policies related to admissions and Continued Occupancy

Does the property have policies regarding the following:

- Master Key Policy Yes
- Affirmative Fair Marketing / Marketing Plan Yes
- Resident Selection Plan Yes

Policies & Procedures Related to Management

Does the property have policies regarding the following:

- Personnel Yes
- Conflict of interest Yes
- Cash management & security deposit escrow (state regulations) Yes

Resident Services & Activities

- Does the property have a community room use policy that includes a fee? N/A
- Do the residents have access to the community room 24/7? - Informational only N/A

Maintenance

- Does the owner have a listing of contractual services? Yes
- Is there a schedule for preventative maintenance/servicing of systems? Yes
- Does the owner-agent document work order history and response time? Yes
- Are smoke detectors present? Yes
- Are the smoke detectors monitored by the town or a 3rd party monitoring system? - Informational only Yes
- Is Call for Aide available? n/a

Inventory Procedure/Policy

- Is there a system for accounting of tools, equipment, supplies & keys (serial numbers, bar codes, etc.)? yes

Unit Inspection Procedure/Policy

- Are units inspected at least annually? yes

Comments on above categories:

If Overall Rating Is	Performance Value Range
Below Average	<=69
Satisfactory	70 - 79
Above Average	80 - 100

Number of questions answered 32
 Number of positive responses 31

Above Average = 96 Score

Asset Manager Override: Explain below	

Vacancy and Turnover

Residential:

Is the vacancy over 5%?

3%

no

What is the length of the vacancy?

15 days

Commercial:

Is the vacancy over 5%?

no

What is the length of the vacancy?

Based on the interview with on-site staff, are any of the factors listed below contributing to vacancy problems?

Vacancy and Turnover Comments

none - they have a 300 person waiting list

Were escrow withdrawals for repair/replacement items taken since last site visit?

n/a

If yes, have Repairs, Replacements or improvements been completed?

Describe in detail what Repairs, Replacements or improvements have been or will be made this year.

roofs and oil tanks were done with the CN grant in 2018/2019

Was a C.N.A prepared within the last 5 yrs. (not required if less than 5 yrs. old)?

no

Environmental

Was construction date prior to 1978 on any building associated with this development? - Informational only

yes

If yes, please ask the following questions:

- 1. Is there a Lead-Based Paint Management system in place?
- 2. Is there a Lead-Based Paint Disclosure provided to tenants?
- 3. Is the Lead-Based Paint Pamphlet distributed to tenants?

yes

yes

yes

no

Have there been any resident claims within the last two years regarding environmental issues? - Informational only

If yes, please explain:

IV. Building Exterior and Common Area Observation

Please answer each question using the drop-down menu - S = Satisfactory U = Unsatisfactory N/A = Not Applicable

Building Exterior

Exterior	s
Ingress/Egress -Bldg/Property	s
Striping - Parking Areas	s
Drainage - Site & Parking Areas	s
Retaining Walls	s
Sidewalks	s
Landscaping	s

Building Exterior

Loading Dock(s)	n/a
Paint	s
Siding / Trim	s
Balconies / Patios / Decks	s
Refuse / Disposal	s
Fencing	n/a
Play Area / Equipment	n/a

Common Area

Ceilings	s
Interior Doors	s
Windows	s
Kitchens	s
Appliances	s
Cabinets	s
Light Fixtures	s

Signage	s
Site Lighting	s
Foundation(s)	s
Exterior Walls	s
Visible Roof Condition	s
Flashing / Eaves / Ventilators	s
Gutters / Downspouts	s
Windows / Glazing	s
Storefronts	n/a
Exterior Doors	s
Stairs/Railings	s

Trash	n/a
Graffiti	n/a
Other	n/a

<i>Common Area</i>	
Lobby(s)	n/a
Hallway(s)	n/a
Stairway(s)	n/a
Interior Walls	n/a
Painting / Wall cover	n/a
Flooring / Carpets / Tiles	n/a

Plumbing / Bathrooms	s
Electrical	s
Lighting	s
Basement	s
Mechanical Rooms	s
Laundry Rooms	n/a
Trash	s
Graffiti	n/a
Other	n/a

Description or Explanation of Failed status in Building Exterior and Common Area Observation and any Deferred Maintenance Observed:

These are MR units - no common areas. They are very nice units even for the age. Owner takes care of them. They are most single houses and Hoffman is a townhouse condo added to the complex in 1995 and is beautiful.

V. Safety Hazards

Is there evidence that the following items are checked regularly by qualified personnel?

Emergency Systems	
HVAC Systems	
Boilers/Water Heaters	
Elevators	
Sprinklers/Fire Protection	
Extinguishers	
Emergency lighting provided in all common rooms, halls & stairwells	

Is the site free of the following conditions:

Termites, Rodents and Other Pests	
Tripping and/or slipping hazards	

If Overall Rating Is	Performance Value Range
Below Average	<=69
Satisfactory	70 - 79
Above Average	80 - 100

Number of Questions Answered 40

Number of Positive Responses 39

Above Average = 97 Score

Asset Manager Override: Explain below.	

Minutes
Exhibit III

JULY 2019

**HOUSING AUTHORITY OF THE TOWN OF
SEYMOUR**

Executive Director's Report

Occupancy

REV. CALLAHAN HOUSE 2019 YEAR TO DATE VACANCIES 6

Callahan House remained fully occupied during June 2019. We expect one move out for July. Callahan House has experienced 114 days vacant since January 1, 2019 and has averaged 19 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; 114 days/29200 days available = 0.3904% percentage through June 30, 2019.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating subsidy Calculation. HUD is allowing 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 mos. =960 unit months available (UMA). 960*3%= 29 UMA or 348 days. For 2020 FYE Budget we have 348 days remaining to use. For 2019 FYE Budget we have used 177 vacancy days and have a balance of 171 vacancy days to use. In 2017 we used 203 vacancy days and in 2018 we used 329 vacancy days.

CALLAHAN HOUSE		VACANCY/TURNOVER DAYS			
Federal Elderly		VACANCY/TURNOVER DAYS		2019	
UNIT	PRIOR RESIDENT	MOVE OUT	RESIDENT	NEXT IN-DATE	NO.OF DAYS
2X	Dixon	1/3/2019	Hayden	1/17/2019	14
4A	Hayden	1/17/2018	Bellucci	3/1/2019	43
2T	Leavitt	1/30/2019	Mooney	2/8/2019	9
4M	Bellucci	3/1/2019	Casci	4/1/2019	30
2H	Lamond	3/1/2019	Wheway	3/7/2019	6
3G	Casci	4/1/2019	Posh	4/12/2019	12

Average number of vacancy days per vacancy

19

NORMAN RAY HOUSE 2019 YEAR TO DATE VACANCIES 8

Norman Ray House experienced one move in and two move outs during June 2019. Norman Ray House has experienced 163 days vacant since January 1, 2019 and has averaged 20.375 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 = 14,600 days available; 163 days/14,600 days available = 1.116% percentage through June 30, 2019.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating subsidy Calculation. HUD is allowing 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 mos. =480 unit months available (UMA). 480*3%= 14.4 UMA or 168 days. For 2019 FYE Budget we have used 240 vacancy days and have exceeded UMA by 72 days. In 2017 we used 39 vacancy days and in 2018 we used 164 vacancy days.

RAY HOUSE		VACANCY/TURNOVER DAYS			
Federal Elderly		VACANCY/TURNOVER DAYS		2019	
UNIT	PRIOR RESIDENT	MOVE OUT	RESIDENT	NEXT IN-DATE	NO.OF DAYS
5	Schwartz	1/30/2019	Farizo	2/20/2019	21
39	Simmonds	3/8/2019	Hannon	4/22/2019	45
18	Garafano	4/8/2018	Sheehy	5/3/2019	25
23	MacDonald	5/3/2019	Cetrone	5/17/2019	14
25	Galezowski	4/22/2019	Figuroa	5/8/2019	26
40	Listro	5/30/2019	West	6/20/2018	21
19	West	6/20/2019	Vacant		10
16	Magyar	6/30/2019	Vacant		1

Average number of vacancy days per vacancy 20.375

The Moderate Rental program experienced one move in and one move out during June 2019 and one unit remained vacant. The Moderate Rental Program has experienced 158 days vacant since January 1, 2019 and has averaged 31.6 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: 81 units X 365 days = 29,565 days available; 158 days/29,565 days available = 0.5344% percentage through June 30, 2019.

MODERATE RENTAL		VACANCY/TURNOVER DAYS				
State Moderate Rental		VACANCY/TURNOVER DAYS			2019	
Base Rent	UNIT	PRIOR RESIDENT	MOVE OUT	RESIDENT	NEXT IN-DATE	NO.OF DAYS
\$ 475	25S	Dalvano-Burling	11/6/2018	Guzman	1/15/2019	15
\$ 482	28S	Speigel	4/8/2019	Wilson	5/3/2019	25
\$ 475	4C	Wilson	5/3/2019	Vacant		58
\$ 485	8B	Hannon	4/22/2018	Nieves	6/20/2019	59
\$ 485	34C	Piper	6/30/2019	Vacant		1

Average number of vacancy days per vacancy: 31.6

We have experienced \$2,528 in vacancy Loss since January 1, 2019. We have budgeted \$2,500 for vacancy loss through June 30, 2019.

SMITHFIELD GARDENS ASSISTED LIVING 2019 YEAR TO DATE VACANCIES 8

Smithfield Gardens experienced one move ins and two move outs during June 2019. Smithfield Gardens has experienced 364 days vacant since January 1, 2019 and has averaged 45.5 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: 56 units X 365 days = 20,440 days available; 364days/20,440 days available = 1.7808% percentage through June 30, 2019.

Smithfield Gardens Assited Living		VACANCY/TURNOVER DAYS			
SGAL		2019			
UNIT	PRIOR RESIDENT	MOVE OUT	RESIDENT	NEXT IN-DATE	NO.OF DAYS
210	Pucci	11/6/2019	Finnell	1/18/2019	12
128	Forcier	1/21/2019	Pollman	4/10/2018	51
222	Hersh	1/28/2019	Muldoon	3/30/2019	31
127	Howard	2/4/2019	Carroll	5/7/2019	99
206	Turek	2/28/2019	Casinghino	5/13/2019	75
120	Dobson	4/30/2019	Franklin	6/30/2019	61
119	Sweat	6/12/2019	Vacant		18
209	Moseley	6/13/2019	Vacant		17

Average number of vacancy days per vacancy: 45.5

We have experienced \$11,733 vacancy loss since January 1, 2019. We have budgeted \$15,888 for vacancy through June 30, 2019.

GENERAL INFORMATION

Complaints

Callahan House

A couple from the 3rd floor made a complaint about a single resident from the 1st floor about unsolicited and crude remarks cast in a public area. Since summary process against this resident was begun by way of a Pre-termination Notice relative to similar complaints from other residents, the next steps to the summary process has been continued. The single resident received a notice to quit followed by a writ-summons and complaint. A court date was scheduled, however, the resident willingly moved out, removed personal items and turned over the apartment keys.

A resident complained that a neighboring tenant is constantly using loud profanity and talking to himself loudly during night hours. A Pretermination notice has been sent to the offending resident.

A tenant from the 3rd floor complained that a tenant from the 2nd floor has been pounding on his ceiling with a broom at night time. The tenant below on the second floor is complaining that the 3rd floor tenant harassing her and calling the police for no reason. She states she has not banged on the ceiling and she is being harassed. Both residents have received a preterm notice and a grievance hearing has been scheduled for later in July.

Norman Ray House

A resident of Norman Ray House has complained that a fellow residence is making noise disturbance and that there are strangers entering the building and her unit. Banging on the side entrance door all times of the day and night and slamming doors. He thinks more than one person is living there. We are doing fact finding at this time. We have installed a camera in the side door area and will be reviewing dates and times of people allegedly entering the side door. A pre-termination letter has been sent to the resident with the many visitors.

Moderate Rental

A complaint that loud vulgar and offensive music is being played all hours day and night in the upper Chamberlin Rd area. A pre-termination notice has been sent to the offending resident.

OPERATIONAL

The waiting list purge was sent out for May 1, 2019. Applicants were given until May 31, 2019 to respond if they were still interested in housing. There were a great number of people who did not respond. We will be purging the list of those individuals that did not respond and sending letters to them informing them they are being removed from the list. If after this process an applicant can demonstrate mitigating circumstances why they did not respond, they will be placed back on the list.

REV. CALLAHAN HOUSE

I have a call into Arrow Line Painting to re-paint the parking lot lines, lettering and numbering.

When we started up the air conditioning system, it was discovered that two chiller pumps have seized up. They are not repairable. Replacement of the pumps will cost \$2,400 each. We are replacing just one now as the second pump is a redundant back up pump. We will replace the second one at a later date. The replacement pump has been installed and the air conditioning in common areas has been started.

We purchased 6 new sleeve Air conditioner units this month

NORMAN RAY HOUSE

The Annual Sprinkler system inspection and maintenance was performed. The system is in good working order. However, the water pressure during the flow test was low. I have contacted Aquarion Water to check the system regarding this irregularity.

It has been determined by further inspection that the backflow preventer needs to be replaced. We have repaired in the past three years. The quote for this repair is approximately \$7,500. This has not been resolved as of yet.

STATE MODERATE RENTAL

Annual dwelling inspections will began in June and we completed 24 Annual Inspections.

The Moderate Rental 2 and 3 Bedroom waiting lists were published and are open for 90 days. We are receiving applications through September 30, 2019. The waiting lists will close and we will hold a lottery to determine the applicants position on the waiting list below the current waiting lists for Moderate Rental Housing.

CHFA Asset Manager Liz Chasse completed an Asset Management Review which included a review of our record keeping and a physical inspection of the dwelling units on June 25, 2019.

We have been informed that Liz Chasse is being re-assigned and is being switched with another asset manager so going forward. Barry Wilcock is our new asset manager.

SMITHFIELD GARDENS ASSISTED LIVING

Occupancy Statistics:

- 96% (54 of 56 units) occupied as of 06/30/19
- Four applications in processing
- One move-in in June; two move-outs in June
- 9 applicants on waiting list for 60% units (\$1,000 rent)
- 11 applicants on waiting list for 50% units (\$840 rent)
- Average age is 86.3; age range is 65 - 102
- Average length of tenancy is 31.2 months

Budgeting Statistics:

- 20 of 19 units rented at \$840
- 34 of 37 units rented at \$1,000
- 53 of 54 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings 6/5, 6/13, 6/19, 6/26 (attended by MRC Director, RSC, & RNs)
55 residents' statuses reviewed each week; three residents out at rehab as of 06/30/19
 - Resident Council Meeting held 06/27/19; next meeting 07/25/19
 - June Fire Drill completed 06/25/19 (second shift)
 - Assigned a new asset manager from NDC (Diane Jackson) as of 06/10/19; planning a site visit for August
-

I have discovered a fairly large erosion issue by the retaining wall near the concrete patio. This will require repair because it is threatening the stability of the retaining wall and fence. We will consider installing a yard drain and tying it into the storm drain that exists about 20 feet away. The initial cost estimate is between \$5,000 and \$7,500.