

**Ridgefield Housing Authority
Board Meeting
Approved Minutes
Wednesday, August 23rd, 2017
Congregate
51 Prospect Ridge, Ridgefield, Connecticut**

Attendees:

Commissioners: Frank Coyle, John Kukulka, Cathleen Savery, Vincent Liscio, and Jan Hebert.

Konover Residential Management: Philip Sfraga, Kimberly Henderson

Residents: Sandy London, Mary Maczka, Barbara Costa, Sr. Martha, Susan Proctor, Nancy Higgins, Justine Naples, Soledad DiTieri, Elaine Freistadt, Carla Beeney, Marshall Ballou, Margo Bacon, Patricia Reiher, Isette Brandza

Agenda: all items in **BOLD** below.

- 1) Mr. Coyle **Called the Meeting to Order** at 7:02 PM
- 2) A **Motion to Approve the Minutes** of June 28th, July 12th, August 9th and August 17th (Adjusted) was made by Mr. Coyle, 2nd by Ms. Savery and unanimously approved.

3) **The Management Report:**

Portion of report made by Mr. Sfraga contained the following:

- For the 1st eight months of the year there has been a 99.5% occupancy rate (Currently: Ballard Green 100% occupancy as of Aug 1st, Congregate 100% as of Aug 11th, General Apts 100% as of Aug 1st and Meadows 100% as of Aug 1st) Increase in on-line advertising has been very helpful. The wait list for apartments will be purged this month.
- Maintenance Report shows to be good
- Flooring in Congregate to be installed starting September 7th
- Pump House/Gift Shop demo to be done first week in September
- Landscaping has begun with perennials
- Painting and repairs to Fire escapes to be complete by 2nd week in September
- Entry ramps to apartments in Ballard Green to be completed by end of September
- Bi-Annual Spectrum Inspection (Tax Credit Compliance) upcoming. Management expectations are that it will go well. Spectrum conducts random inspection of 20% of files and units.

Portion of report made by Ms. Henderson contained the following:

- The Sunshine Club will start in September. 1st there will be a permission form for residents to fill out for distribution of their personal contact information.
- Resident Picnic held on Aug 8th. 50 Residents attended. Very successful.
- Ice Cream Socials took place at both Prospect Ridge and Ballard Green. A BIG thank you to **Elizabeth Azud** for supplying all the Ice Cream & toppings.
- QLIP, the Quality of Life Incentive Program is showing positive results and being driven by Resident Talents with Resident Initiated programs. BG has a

team of residents named the “Creative Crew” and Prospect Ridge has a group named “The Creative Crowd”.

A Motion to accept the Management Report was made by Ms. Savery, seconded by Ms. Hebert and Unanimously Approved by the Board present.

- 4) **Financial Report** was made by Mr. Coyle giving a breakdown of each portion of the RHA LP’s standing for current Expenses to budget, NOI (Net Operating Income), with other financial factors within the report. Mr. Coyle stated that the cash situation is good. Motion to Accept the Financial Report was made by Ms. Savery, Seconded by Ms. Hebert and Unanimously Approved by the Board.
- 5) **Tenant Commissioner Report:** Ms. Savery stated in respect to the Congregate facility, that: a) the new furniture in the Congregate lounge was well liked. b) a larger dumpster for garbage was needed (Mr. Sfraga will look into additional) c) the curtains in the dining room needed to be removed or cleaned, d) Netflix will be installed at both sites, e) a request for a single remote control TV and devices, f) there was a car that needed to be towed (Mr. Sfraga said it has been)
- In respect to Ballard Green, that a) there are ongoing problems with the Aides (hired by individual residents or assigned to them though outside providers) concerning items such as idling of cars, laundry room, etc. These specific issues and grievances will be enumerated by Ms. Savery, Mr. Sfraga and Ms. Henderson in a meeting and a flyer with bullet points of rules will be created, b) Ms. Savery brought up a concern with the moisture problem in units and a possible test for toxic mold, c) Mr. Sfraga was complimented on the AC replacements being done.

A Motion to Accept the Tenant Commissioners report was made by Ms. Hebert, Seconded by Mr. Liscio and Unanimously Approved by the Board present.

6) **Old Business:**

- Traffic fences are in process... paid for and ordered.
- Ballard Park Concert parking was discussed. Ms. Hebert has written two letters. It was decided to hire a guard to enforce parking rules. Mr. Sfraga will arrange for the guard for 3 hours per concert.
- Ms. Savery suggested that the new, large entry sign for Ballard Green have “Private Property” written on it.
- Mr. Coyle mentioned two new budget items were approved. The purchase of a new Maintenance Truck and AC units for the 3rd & 4th floor hallways of Congregate. And also that investigating a redesign for the Congregate entry is continuing.
- Ms. Savery asked: a) that the second lock for the public kitchen at BG be installed as planned. Mr. Sfraga will arrange, b) if the phone message has been changed. Mr. Sfraga said yes c) that the meeting schedule be passed out, d) where the installation of mailboxes stood. Discussion ensued. Mr. Sfraga will investigate installing a message receptacle on lower portion of apartment doors for internal messages.
- TV placement was discussed. Residents are happy with Congregate TV.

7) New Business:

- Ms. Savery asked for approval of funds to fund programs to be initiated by RSC Ms. Henderson over the next 4 months (Sept-Dec) to enhance the life of Residents in Congregate and BG. There was a motion for a \$1000 budget for these programs. Motion by Ms. Hebert, Seconded by Mr. Liscio, Approved by all commissioners present.

8) Public Session:

- Ms. Marshall Ballou stated that last year during meetings there were concerns expressed regarding the looks of the buildings, parking, interior and landscaping and expressed her thanks that these have and are being addressed. Ms. Ballou said it was uplifting and exciting.
- Ms. Carla Beeney asked about the possibility of payment of rent on line. Mr. Sfraga said that was available and that the office would help any resident register and begin that method of payment.
- Ms. Barbara Costa complimented the maintenance man Doug for how good and helpful he is and how she trusts him in her apartment.
- Ms. Margo Bacon complimented much of the landscaping, but mentioned there were invasive plants that needed removal and some particular plants that she would like to see replaced. Mr. Sfraga will look into this.
- Ms. Justine Naphols said thank you for the fans installed on the 4th floor and asked to reserve the use of the Congregate dining area for her 103rd Birthday celebration on October 14th. Mr. Sfraga will arrange.
- Ms. Sandy London expressed some difficulties with on line payments.
- Ms. Susan Proctor asked; a) about the AA meetings. Discussion ensued. Mr. Sfraga said it is in the hands of the town and the Board of Ed, b) the use of the Meals on Wheels kitchen for an outside contractor. Ms. Hebert expressed that was no longer under consideration, c) about the new carpet in BG community center. Ms. Savery said it was coming.
- Discussion on Resident lease responsibilities being outlined in a user-friendly format. Ms. Henderson commented that this is addressed in the new Welcome Packet and Mr. Sfraga said the Management office goes over entire lease with new residents.
- Ms. Isette Brandza complimented Ms. Henderson and Ms. Savery on all their work to bring residents together to be involved in activities and it is working well.

There was a Motion to Adjourn the meeting by Mr. Liscio and Seconded by Ms. Hebert. The Board present approved and the meeting was adjourned at 8:24 PM.

Minutes Respectfully Submitted by Secretary Commissioner Vincent Liscio