

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, September 26, 2018 at 7:00 PM
Congregate, 51 Prospect Ave, Ridgefield, CT 06877-

Commissioners Present: Frank Coyle, Cathleen Savery and John Kukulka

Commissioners Absent: Vinny Liscio and Jan Hebert

Konover Management Personnel Present: Philip Sfraga, Kimberly Henderson and Janet

Mr. Coyle called the meeting to order at 7:05 PM; Janet and Phil joined meeting at 7:15PM

Agenda items below in bold: with discussion and Voting

-Motion to Approve 8/23/18 meeting Minutes with adjustments – motion made by Ms. Savery and 2nd by Mr. Coyle, approved by all.

-Financials read and reported by Mr. Coyle

RHA LP

The LP (Ballard Green, Congregate, General Affordable) had YTD revenue of \$753k, 12k below budget .

Expenses were \$617k, 57k below budget (RR/CI)

Therefore the net income was \$136k, 45k above budget.

The cash balance is \$331k ...\$31k increase this month

Replacement Reserve \$392k

Operating Reserve \$368k

Long Term Mortgages/Loans \$6.3m (640k FCB).

MEADOWS

Meadows had YTD revenue of \$187k , 13k below budget.

Expenses were \$142k, 6k below budget

Net operating income was +45k, 7k below budget.

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The cash balance is \$35k .. up 8k from last month

Replacement Reserve \$136k (\$2k above last month).

Long Term Mortgage \$1.7m

RHA

The balance in FCB RHA funds is \$127k down \$30k from last month) . The balance in Konover RHA is \$258kincludes \$16.4 Comcast . Total \$385k

Monies for truck payment will be transferred per conversation between Phil and Frank.

-Motion to Approve Financials made by John Kukulka and 2nd by Cathleen Savery, approved by all.

-RSC Report by Kimberly Henderson

Two Community Partners have been so generous and gracious to interact with our residents on a personal basis. Commission on Aging Chairperson Chris Robertson supporting Coffee Hour as well as educational resources for our residents at Ballard and Congregate and Jesse Lee Memorial Church working with Ballard Green to facilitate Girls' Day Out held recently for the ladies at Ballard as well as Movie day and fellowship run by Robert Reiss for the gents. Meetings will be held by both groups to designate next dates and types of social functions.

-Management Report: by Mr. Sfraga:

Occupancy at 100% with two evictions anticipated – one in general and one in Meadows. Possible Meadows can be negotiated. Maintenance: recent rainstorms have uncovered issues outside common areas and grounds. Maintenance is working a few Congregate projects including painting the Front Entrance and putting in some plants and new area carpeting. Housekeeping Services: at Congregate will be a bit unsettled for a while. Our housekeeper Patti has been placed on LOA with no date of return as yet. We will use vendors to keep up with her duties. Energy efficient upgrades were completed in the remaining selected units.

Congregate floors ready to go- will advise tenants. Painting should be done outside later this week. Entrance bids have come in at 80K and 81K which is much higher than budgeted. Further discussion at next meeting will take place.

-Motion to Approve Management Reports made by John Kukulka 2nd by Cathleen Savery – Approved by all.

Tenant Commissioner Report by Ms. Savery:

The following items were discussed and covered by Cathleen who visited both Ballard and Congregate on 9/17/18. Gate at CVS difficult to move – can we get another hinge or something easier to operate or close all the way. Phil will check gate each night before leaving and we will reexamine this in another month. Sign in front will be discussed at the next morning meeting.

Water spigot covered by foliage at Congregate and Mary needs a key (Phil will secure for her).

Smoking Centers will be discussed at the next morning meeting.

Kimberly's unreliable phone was discussed. New phone has been ordered and should be in by end of the week. Residents will be advised how/where to leave messages.

Computers for each site will be set up shortly. Decision needs to be made about where it makes the most sense to place them. Residents will have to share space.

Motion to accept by Mr. Kukulka, 2nd by Mr. Coyle, approved by all.

Old Business: Ballard Green – possible extension of CVS parking lot adjacent to BG. Met with Rudy (first Selectman) will see what happens w/ CVS extra parking. There will be an election to replace Cathleen as the Tenant Commissioner. Details will be distributed to all residents and election will be completed by the end of October. Jan Hebert spoke to the Gremley's who have a piece of our property jutting into their property. An agreement will be drawn up to designate that property belonging to RHA. Smoking shelters – vendor wanted final payment of \$18K immediately which is not generally our routine, however, the money was paid to encourage the setting up of the shelters shortly.

New Business: None

PUBLIC SESSION:

Ms. Nancy Higgins – thanked the Board and Management Company for working so hard for the residents.

Ms. Isette Brendza – made note that she fell on the uneven grass/dirt near the smoking area. Was hoping the entrance could be a tad wider to accommodate walkers and chairs. Also mentioned a problem with the clubhouse and TV competing. Frank directed her to Phil.

There was a Motion to Adjourn the meeting at 8:10PM by Mr. Kukulka, 2nd by Ms. Savery and approved by all

.Minutes Respectfully Submitted by Secretary Patricia Harney