

# Ridgefield Housing Authority Board Meeting

## Approved Minutes

**Wednesday, May 15, 2019**

51 Prospect Ridge  
Ridgefield, Connecticut 06877

**Commissioners Present:** Frank Coyle, Jan Hebert and Elaine Freistadt

**Commissioners Absent:** John Kukulka and Vincent Liscio

**Konover Management Personnel Present:** Philip Sfraga and Janet

**Konover Management Personnel Absent:** Michelle Palmer

---

**Mr. Coyle called the meeting to order at 7:03PM**

**Approval of the Minutes** from the meeting of May 1<sup>st</sup> – motion to approve was made by Ms. Hebert and 2<sup>nd</sup> by Ms. Freistadt – all approved.

**Approval to accept Management Report** from the meeting of May 1<sup>st</sup> – motion to approve was made by Ms. Hebert and 2<sup>nd</sup> by Ms. Freistadt – all approved.

**Approval to accept Tenant Commission** not having to report anything – motion made by Ms. Hebert and 2<sup>nd</sup> by Ms. Freistadt – all approved.

---

**Management Report** – made by Mr. Sfraga. Occupancy Report is total of 99% through 5/15.

**Ballard Green** 100% occupied with one anticipated vacancy 5/31. Prospect Ridge Congregate 100% occupied with no anticipated vacancies. General Apartments 100% occupied with one anticipated vacancy 6/12 and **Meadows** 100% occupied with 1 eviction for 3BR high home unit at \$1738/mo.

**Re-certifications** – All re-certifications have been completed for July period.

**Maintenance Report** – Because of fewer turnovers, Maintenance has been able to catch up on work orders. Maintenance continue to paint the Gilbert Street Parking Lot and will install new signage.

**Management Report** – Resident Update – None.

**Resident Service Coordinator Report** not available today since Michelle out sick. She will submit upon her return.

### **Old Business:**

**Congregate** - Entrance construction should begin June 15, and A/C upgrade is continuing now with an anticipated completion date of 3<sup>rd</sup> or 4<sup>th</sup> week in May. Delays due to heavy rain recently.

**Pavilion** – Bids have come in but they are at least 2X as much as our desired budget. Phil will try to contact some folks he believes might be able to help, but for now, the project has to be “on hold”.

**Leases –**

Marine Corp - hasn't gotten back to the office to confirm their liability insurance coverage so they probably don't have it any longer. Mr. Sfraga will contact the attorney on record to follow on this.

Garden Club – They have liability insurance but don't believe they need property insurance. They believe the owner should have the coverage. Discussion ensued and the following was decided – the Garden Club would be charged \$100/rental for the year and that money would cover the property insurance coverage. They would be responsible for the \$5K deductible. Mr. Sfraga believes their lease ends in October, so the new lease (made for 10 years) will incorporate this payment as well as deductible notice and also include that they need to supply a copy of the liability insurance coverage (listing RHA on the insurance) to the office with lease signing.

**Public Session:**

**Susan Procter (D4 Ballard)** asked about when the computers would be set up. Mr. Sfraga replied that the room designated for the computer is full of household items from another tenant and will be addressed with tenant giving them 30 days to remove personal property or it will be tossed. Could possible lead to eviction of tenant.

She also asked for an update on the parking stickers for tenants and when they will be distributed. Stickers are in the office and will be distributed shortly.

**John Burke (C5 Ballard)** challenged the 5 day rule that a car must be moved within that timeframe. He believed that there could be special circumstances, such as illness, vacation, etc.

Mr. Sfraga replied that after 5 days, a vehicle is considered abandoned. While there are special circumstances, and the office will certainly entertain requests for additional time, there must be a limit placed. There was some discussion concerning this and Mr. Coyle asked that everyone give this a little time to see how things would progress and any issues would be discussed and changes made if warranted.

Mr. Sfraga announced that all parking spaces will be marked either Visitor or Resident.

Motion to Adjourn Meeting was made by Ms. Hebert and 2<sup>nd</sup> by Ms. Freistadt at 7:28PM – all approved.

Respectfully submitted by Patricia Harney - Secretary