

**Ridgefield Housing Authority Board Meeting**  
**Approved Minutes**  
**Wednesday September 18, 2019 at 7:00pm**  
**Congregate – 51 Prospect Ridge, Ridgefield, CT 06877**

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**Commissioners Present:** Frank Coyle, Vincent Liscio, Jan Hebert, John Kukulka and Elaine Freistadt.

**Konover Management Personnel Present:** Philip Sfraga, June Mollett and Michelle Palmer

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The meeting was called to order by Mr. Coyle at 7:02PM

**A Motion to Approve Minutes** from September 4, 2019 was made by Mr. Kukulka and seconded by Mr. Liscio. All approved.

**Motion to Approve Financial Report** was made by Mr. Liscio and seconded by Mr. Kukulka and all approved.

**Motion to Approve Management Report and Resident Report** was made by Ms. Hebert and seconded by Mr. Kukulka and all approved.

**A Motion to Adjourn Meeting** was made by Ms. Hebert and seconded by Ms. Freistadt - all approved

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**Financial Report:** Mr. Coyle will update Boston Capital stats shortly as well as share actuals in a couple days.

**Management Report:**

**Occupancy Report** 99% through 9/19. Ballard Green 100% occupied; anticipated vacancy 9/30; move in scheduled 10/1. Prospect Ridge 100% Occupied with no anticipated vacancies. General Apartments 100% with no anticipated vacancies and Meadows 100% occupied with 1 eviction, 3BR low home unit \$1242/mo with anticipated vacancy 9/30/19; 1 3 BR high home unit \$1721 on notice for 1/15/20.

**Maintenance Report, Management/Resident Updates:** Risk Management and Insurance Inspection findings completed 9/10/19; Stucco repair scheduled for 2020; 25 Gilbert St. new walkway installed to replace trip hazards around office; 51 Prospect Ridge walk way completed. Tree work at Ballard and H building and at CVS fence need more fall landscaping and more grass seeding to be done; large oak tree and stump removed from Congregate. Residents at Congregate very pleased with new walkway; Residents at Ballard generally pleased with parking and lot traffic. Carriage barn painting to commence in 2-3 weeks with trim being white and main portion done to match buildings at Ballard. Budget \$7K but with extensive trim work, cost will probably exceed that. Boston Capital inspection non 9/12/19 went very well as anticipated. No findings in files – two small maintenance findings (light bulb in A-1 and trip paint in C-1) were immediately fixed. Collections at Meadows continue to be an issue. Larger than anticipated delinquency due to slow pay residents. Management to step up collections and execute “Notice to Quit” day after late pay grace period and will execute more evictions to reduce delinquency. All properties still on target to exceed 2019 Revenue Forecasts. Ballard walkways are scheduled to be completed this year. Thoughts to doing a commercial product throughout complex except in area where health concern for a tenant will now be altered for the sake of quality and product longevity. Person(s) with chemical reactions will be offered housing at a local hotel during the paving process. Ballard trash enclosures will be upgraded and the remaining 10 yard dumpster for recycling will be replaced with smaller blue receptacles. Camera on light post at CVS entry is in process. Congregate’s concrete wall will be painted and a new awning and plantings are being planned. Signage for awning: “The Congregate at Prospect Ridge” has been suggested. Security cameras at Congregate being planned and there will be several in/outside the building. Waiting for word from Victoria Gate on what the plan is for the large tree. Also A/C that was recently installed at Congregate was going to have WiFi connected but range extender wouldn’t respond. Everything locked away at 72 degrees on 3 and 4 floors. If not satisfied with A/C performance, will withhold 10% for 30 days for them to fix. We have a service contract for one year on parts and labor and service contract from 9/2020 for \$500-600 per year which began approximately 9/10/19.

**Resident Report:** Michelle will email printout in a few days, but overview is that Don Anthony did a concert at both properties and there was also coffee and ice cream socials at each property. Ballard Sphere group bingo with attempts to get Bingo going on Sundays. Have some continuing Ed classes such as knitting, TaiChi and Yoga. . . See what Freedom Hall might have to offer. Creative Crew – craft days.

**Resident Coordinator:** No report

### **Old Business**

Leases for Marine's – Nothing yet. There will be no name change without National Organization agreement. Lease presently being held up – will send follow up letter saying lease must be signed right away.

Garden Club attorney involved and wants club to maintain garage but will not cut grass or do snow removal – wants golf card removed. RHA position will keep grass cutting and trash collection but will have to speak to Parks and Rec about snow removal.

**New Business: None**

### **Public Session**

Barbara Beaulieu – A thank you to Board. And thank you to Doug who took down tree and replaced with flag which tenants have been waiting for almost a year. Can plantings be done where tree was removed? Suggestion is evergreens. ***Plantings will probably have to wait till Spring.*** People are bringing cardboard boxes and things and dumping at Ballard. ***Cameras should help with this.*** Parents are teaching their children to ride bicycles in unsafe areas and motor cycle still roaring through. ***Cameras should help us with a solution for these items.***

Isette Brendza – Wants two more loading zone parking areas designated immediately due to noise and blockage in front of her unit. ***We have to wait another 3 months to see how the parking lot designations work out and then we can make changes.***

Nancy Higgins – A thank you from Nancy to the Board for supporting her position of calling the office to comment/complain about parking space violations.

Susan Proctor – Cathleen Savery is now affiliated with the commission on Aging and Susan as able to take part in a trip which was fabulous. She was appreciative. Ms. Savery is working on a \$2500 AARP grant which they hope will materialize.

Mr. Coyle pointed out that Comcast has given RHA monies for entertainment for their residents. Should Resident Coordinator or Tenant Commissioner find something of interest, please let Board know.

Meeting Adjourned at 8:05 PM

Minutes Respectfully Submitted by Secretary Patricia Harney