



BHA Regular Meeting of the Board of Commissioners
May 16, 2023
4:45 PM
Via zoom
Minutes

BOARD MEMBERS PRESENT: Sandy Bessette- Chair; Sharyn Brush - Vice-Chair; Paul Walden; Rose Morrison; Lindsay Vajda- Secretary/Executive Director

ALSO PRESENT: Penny Taylor, Director Section 8; Dack Lauzon, Facilities Director and Mary Gerisch

TENANTS PRESENT: None

A quorum being present, the Chair called the meeting to order at 4:45 PM.

1. Minutes of prior Board Meeting

After a brief discussion, it was, upon motion of Sharyn seconded by Rose, unanimously

RESOLVED, that the Minutes from the April 2023 Board Meeting, as amended, are hereby approved to become a permanent part of the Minutes and record of the BHA.

2. Executive Director Report

Lindsay reported that 75 reminder letters were sent out in April, and 80 such letters were sent out in May. Some are for small amounts and Lindsay pointed out that it could be that some tenants forgot the air conditioner fees that had started in May. She further reported that Reach Up funding through ERAP is winding down; BHA received \$2,840.00 in April and \$1949.00 in May.

Lake Paran had also contacted Lindsay to offer two free memberships for tenants. As a result of this donation, a raffle was held for Willowbrook tenants, and a drawing for Beech Court, and the two families drawn were given the membership cards.

Housekeeping Inspections by Lindsay and Dack are continuing,

Residents at Walloomsac initiated their own "Spring Cleaning" of the common area, including washing curtains and cleaning furniture.

The Garden program was reinstated this year, and there are currently 17 residents signed up to take delivery of the garden items by the end of May.

Relative to litigation, there are currently three cases. One is coming up for a pre-trial hearing, and two are set for trial.

There was also discussion of the cat issue about which the Board heard from residents at the prior meeting. The residents who attended the prior meeting have sent photos and information to help BHA determine which residents are not keeping their cat(s) indoors, as required by the pet policy. Repeat offenders are receiving letters requiring the cat(s) to be rehomed. Lindsay also mentioned there is an upcoming training which will be taken by Amber and Jade about enforcement of pet policies. Lindsay also noted that she will send a copy of our current pet policy to the Board for review.

3. Section 8 Director's Report

Penny reported that we currently have 196 Section 8 (HCV) vouchers in use; 183 PBV vouchers in use and 50 Mainstream vouchers in use. On the street we currently have 13 Sec 8 vouchers and 4 Mainstream vouchers.

In our PBV complexes we have three open apartments at Willowbrook, one at Beech Court, one at Brookside and two at Walloomsac, all of which are being worked on by the maintenance team.

Penny is also in the process of updating our landlord list.

Many training sessions were taken this past month. Lindsay and Penny took training in VAWA, HOTMA, and Management. Penny took training in terminations, and Jade took training on Administrative Assistant techniques.

4. Facilities Report

Dack reported that his team is working on the empty apartments, and will have more as there are several in-house moves being made at Willowbrook.

Painting of Beech court has been put out for bid.

Dack and Lindsay are not only continuing the housekeeping inspections, but also working on the budget for the next fiscal year.

5. Financial Reports:

Lindsay reported that we are winding down the fiscal year. The financial Reports having been circulated in advance of the meeting, it was, upon motion by Sharyn seconded by Paul, unanimously

RESOLVED that the financial reports for April 2023 be accepted as submitted to be a permanent part of the minutes and records of the corporation.

6. Resolution Number 502

The Resolution having been circulated in advance, Lindsay presented the reasons for the temporary preference. It will allow BHA to get more vouchers issued, which we need to do. After a discussion and questions being answered, it was, upon motion by Sharyn seconded by Paul unanimously

RESOLVED, that Resolution Number 502 is hereby adopted as submitted, to be effective immediately, to
Be a permanent part of the Minutes and record of the Corporation.

7. Next meeting date

The next Board of Commissioners meeting will take place on June 20th, in person, at the Willowbrook Community Room.

8. Other Business

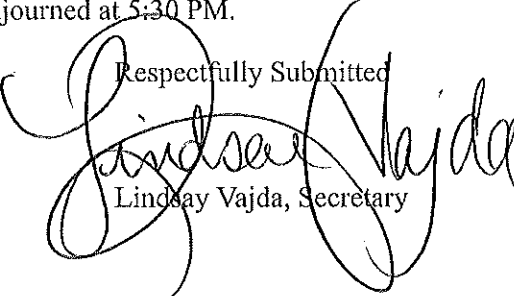
The Board discussed the Willowbrook parking situation that had been brought up at the prior meeting. The Board was informed that there currently seems to be ample parking. If further problems arise, the Board will revisit the issue.

9. Public Comment

No member of the public was present.

There being no further business to be conducted, the meeting adjourned at 5:30 PM.

Respectfully Submitted

A large, stylized handwritten signature in black ink, appearing to read "Lindsay Vajda". The signature is written over the typed name and title.

Lindsay Vajda, Secretary

