



BHA Regular Meeting of the Board of Commissioners  
March 24, 2025  
4:45 PM  
Willowbrook Community Room  
Draft Minutes

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

BOARD MEMBERS ABSENT: Nancy Balconis

ALSO PRESENT: Dack Lauzon; Penny Taylor; Jade Taylor

TENANTS PRESENT: None

A quorum being present, the Chair called the meeting to order at 4:51 PM.

1. Minutes of Prior Board Meetings

The minutes for the December 2024 Board meeting having been circulated in advance, and there being no further discussion or corrections, it was, upon motion by Sharyn , seconded by Rose, unanimously

RESOLVED, that the Minutes from the December 16, 2024 Board meeting are hereby approved as submitted to be a permanent part of the records of the corporation, attached hereto as Exhibit A.

2. Executive Director Report

Lindsay reported that Eighty-Two (82) reminder letters were sent, and that housekeeping inspections are continuing. She and Dack also recently did some of those inspections with the Town present, to emphasize to the tenant the importance of cooperating with exterminators. Infestations in units where tenants were not letting the exterminator in were not improving. This process will, hopefully, make sure the tenant does what they have to do to keep down infestations.

One (1) writ was issued, and on the last date of that writ the tenant came and paid in full. That tenant remains current.

Two tenants with pending eviction cases are currently paying into Court.

This month BHA did not have to send as many termination letters. A number of tenants who were delinquent have come in and paid in full. A number of them received BROCC assistance to avoid termination. Many repayment agreements (whereby tenants must pay Fifty (\$50.00) Dollars in addition to their rent each month) to pay off delinquent accounts have been entered into.

A new draft of the Section 8 Administrative Plan was included in the Board packet for this month. These amendments were made after a meeting with consultant Paul Dettman.

The Pet Policy was discussed, as there seem to be issues on all campuses with tenants not picking up their dogs' droppings, and with cats being allowed outside of apartments. Dack, Lindsay and Amber will be meeting to update the BHA pet policy, and will bring a revised version to the Board soon.

Lindsay provided an update on the new Health Insurance, which is saving BHA much money. Unfortunately, employee deductibles are much higher. Lindsay will reexamine this policy and its relative savings during the annual review of the budget.

It was noted that delinquent accounts have decreased from January to February. It is hoped this trend will continue.

### 3. Staff Reports

Section 8 Report. Penny noted that there are currently One Hundred and Ninety-Nine (199) Section 8 tenants leased up as of today. There are currently One Hundred and Eighty-Six (186) Project Based Voucher tenants leased up. As to Mainstream Vouchers, there are Forty-Six (46) tenants leased up as of today.

Annual reviews for PBV vouchers at Willowbrook are finishing up.

Payments to landlords as of 12/16/2024 were Two Thousand and Forty-Eight Thousand, Nine Hundred and Ten (\$248,910.00) Dollars.

As to vouchers on the street, Penny reported that there are: One (1) HCV voucher; Eight (8) Mainstream vouchers; One (1) vacancy at Brookside; and One (1) vacancy at Walloomsac. There are no vacancies at Willowbrook or Beech Court.

Penny continues to process the RAD, Mainstream and Section 8 lease-ups and Annual reviews, as well as Interim Recertifications.

Penny also met with Paul Dettman to review the proposed new Section 8 Administrative Policy Plan. She also took a HOTMA implementation training webinar with Lindsay.

As to programs, DREAM, Easter Seals, and SVSU Family engagement continue at both Willowbrook and Beech Court Community Rooms. .

### Facilities Report.

Dack reported that the two vacant apartments are being worked in, as completion of other work orders continues. Dack and Lindsay are continuing inspection.

Bed bug/roach infestations (mainly Brookside and Willowbrook) have been declining. The exterminators also noted that these kinds of infestations frequently increase at certain times of the year. Tenants working with exterminators and doing their part between exterminator visits will eventually cure the problem.

Camera upgrades at Willowbrook are ongoing. Cameras which are more reliable and that make it easier to examine footage, are being installed. In addition to replacing old cameras, an additional camera was installed facing toward the bridge between Willowbrook and Applegate.

Plans for spring maintenance include putting in new pressure treated balcony railings at Walloomsac, and refinishing /upgrading Brookside balcony ceilings.

Terry is retiring from his full time facilities staff position in May, but will stay on as a cleaner at Walloomsac part time.

#### 4. Financial Reports:

The Financial Reports having been circulated in advance of the meeting and attached hereto as Exhibit B, and there being no unusual spending, it was, upon motion by Sharyn seconded by Paul, unanimously

RESOLVED that the financial reports submitted as Exhibit B be accepted as submitted to be a permanent part of the minutes and records of the corporation.

#### 5. Resolution # 515- Five Year Plan-

The proposed Five Year Plan had been circulated in advance of the meeting. Lindsay noted that all regulations had been complied with, including the Forty-Five (45) day notice period during which she received no comments. After brief discussion it was, on motion of Sharyn seconded by Paul, unanimously

RESOLVED, the Resolution Number 515, attached hereto as Exhibit C, is hereby approved and adopted effective immediately, and is further approved for filing with HUD, to become a permanent part of the Records of the Corporation.

#### 6. Resolution #516- Section 8 Administrative Plan Amendment

Resolution #516, a new Section 8 Administrative Plan, was circulated in advance of the meeting. After a brief discussion, it was, upon motion of Rose seconded by Paul, unanimously

RESOLVED, that the Section 8 Administrative Plan attached hereto as Exhibit D, is hereby approved and adopted to become a permanent part of the records of this Corporation, and be it further

RESOLVED, that said Exhibit D shall immediately replace any and all prior Section 8 Administrative plans, to become effective immediately.

#### 7. Public Questions- None

#### 8. Other Business - None

9. Next Meeting: The next Board of Commissioners meeting will take place on April 21, 2025, in person, at the Willowbrook Community Room at 5:00 PM.

There being no further business to be conducted, the meeting was, upon motion of Sharyn seconded by Paul, adjourned at 5:24 PM.

Respectfully Submitted

Lindsay Vajda, Secretary