



BHA Regular Meeting of the Board of Commissioners
July 14, 2025
4:45 PM
Willowbrook Community Room
Draft Minutes

BOARD MEMBERS PRESENT: Sancy Bessette- Chair; Sharyn Brush- Vice Chair; Shirley Adams; Ron Hachey; Lindsay Vajda- Secretary/Executive Director

BOARD MEMBERS ABSENT: None

ALSO PRESENT: Penny Taylor; Jade Taylor;

TENANTS PRESENT: None

A quorum being present, the Chair called the meeting to order at 4:56 PM.

1. Minutes of Prior Board Meetings

The minutes for the June 2025 Board meeting having been circulated in advance, and there being brief discussion on one correction, it was, upon motion by Sharyn, seconded by Ron, unanimously

RESOLVED, that the Minutes from the June 16, 2025 Board meeting are hereby amended to correct the fiscal year indicated as 2025 to the correct fiscal year 2026; and it was further

RESOLVED that the Minutes attached hereto as Exhibit A are approved as amended to be a permanent part of the records of the corporation.

2. Executive Director Report

Lindsay reported that in July One Hundred (100) reminder letters were sent to tenants relative to rent due.

Two tenants with pending eviction cases are currently paying rent into Court escrow. One of the cases will be releasing the escrow amounts paid into Court quite soon, and the other case is near closing. One action for eviction was filed last week, and BHA is awaiting the setting of a hearing date. She also noted that three or four termination letters were sent this week.

Housekeeping inspections are proceeding. Paul and Bridgette from the Town have accompanied Lindsay and Dack on some inspections and will follow up with the tenants and BHA. Two families have come off the frequent inspection list because they have done everything that was requested.

Lindsay is beginning the SEMAP review and will file that review with HUD in August. After the filing HUD will grade the review. Our more recent reviews have achieved a "High Performer" classification.

The auditors will likely be visiting in November to complete the year end audit review, and Lindsay has started the audit preparation. Our Accountant will also be coming to the office at the end of July to do the fiscal year close-out.

Lindsay has hired a replacement for Amber, who will be starting soon. Her name is Lindsey Woodie.

Delinquent accounts amount to approximately Fifty-One Thousand Dollars (\$51,000.00+). This figure includes rents paid into Court Escrow which have not yet been disbursed by the Court, as well as a large check from BROCC. If the BROCC check had been posted, the total Delinquent Accounts would have been Forty-Four Thousand, Seven Hundred and Five (\$44,705.00) Dollars.

3. Staff Reports

Section 8 Report. Penny noted that there are currently One Hundred and Eighty-five (185) Section 8 tenants leased up as of today. There are currently One Hundred and Eighty-Eight (188) Project Based Voucher tenants leased up. As to Mainstream Vouchers, there are Forty-Eight (48) tenants leased up as of today.

There are no vouchers on the street. There is one (1) Mainstream voucher available. There is one (1) apartment available at Walloomsac and One (1) apartment available at Brookside. There are no vacant apartments at Willowbrook or Beech Court.

The aggregate payment made to landlords for the month is Two-Hundred and Forty-Seven Thousand, Eight Hundred and Fifty-Two (\$247,852.00) Dollars.

Annual reviews at Brookside are beginning.

Jade recently finished updating the waiting list.

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

Facilities Report.

Dack is on vacation so no report was given. Lindsay did update the Board to let them know that the painting of the Brookside balconies has begun, and the new railings at Walloomsac are being fitted.

4. Financials

None

7. Public Questions- None

8. Next Meeting: The next Board of Commissioners meeting will take place on August 18, 2025, in person, at the Willowbrook Community Room at 4:45 PM.

9. Other Business: None

There being no further business to be conducted, the meeting was adjourned on motion of Sharyn seconded by Shirley at 5:32 PM.

Respectfully Submitted

Lindsay Vajda, Secretary