

The **ANNUAL** meeting of the LHA was held on Tuesday, August 7, 2018 at 4.30 pm at Turnure Terrace, 36 Old Stockbridge Road.

1. The meeting was called to order by Chairman Catherine May at 4:30 p.m.
2. Roll Call: Present – Catherine May, Chairman, Diana Kirby, Treasurer, Tess Sorrentino, Member, Linda Messana, Member
Absent – Marge Pero, Vice-Chairman

3. Agenda:

Board Reorganization

After discussion, the board voted unanimously for the following slate of officers:
Catherine May - Chairman, Linda Messana – Vice Chairman, Diana Kirby – Treasurer,
Tess Sorrentino and Marge Pero – Members

Motion made by T. Sorrentino, seconded by L. Messana to adjourn the annual meeting
At 4:40p.m. All members voted in favor. The regular meeting immediately followed.

The **REGULAR** meeting of the LHA was held on Tuesday, August 7, 2018 at 4:40p.m. at Turnure Terrace, 36 Old Stockbridge Road.

The meeting was called to order by Chairman C. May at 4:40 PM.

1. Roll Call: Present – C. May, Chairman/State Appointee, L. Messana, Vice –Chairman,
Diana Kirby, Treasurer, Tess Sorrentino, Member B. Heaphy,
Executive Director, Jim Mercer, Property Manager
Absent - M. Pero, Vice Chairman
Others Present - Carol Ramsay, tenant, Bina Armstrong, tenant

Agenda:

- a. **Tenant Forum:** No requests
- b. **Minutes :** July meeting – T. Sorrentino mentioned that the board’s vote to accept M. Pero’s indefinite medical leave of absence was left out of minutes. Barbara will make the correction. Motion made by D. Kirby, seconded by T. Sorrentino to approve July minutes with correction. All in attendance voted in favor.
- c. **Curtis Commercial Space:**
Jim reported that the commercial bathroom is finished and up and running. There is a code to unlock the door that has been given out to commercial tenants. The tenants are pleased that they no longer have to go in the basement to use the restrooms. Tess recommended changing the code at least every six months.
Jim reported that Tom Boyer would be following up with the bricks in the back of the Curtis building that need reappointing. The next project is new awnings.
- d. **Accounts Payable:**
As of June 30, 2018: 689 balance is \$71,178.35. 4001 balance is \$86,704.70.
Commercial balance as of 6/30/2018 is \$122,195.86. Commercial Savings statement as of 6/30/2018 is \$60,129.02.

e. Old Business:

Vacancies - The Curtis will be 100% occupied as of August 15th. One of the off line apartments at Turnure Terrace will be occupied as of August 10th. The other off line apartment is getting new windows in the front.

Waitlists – 58 elderly, 3-2 bedroom, 7-3 bedroom

Building/Property Maintenance – There is a mold issue in the bedroom closet of the vacant apartment at Turnure Terrace that is being addressed. It was caused by a roof leak that was repaired. It affected the occupied apartment next door as well. A contractor will be removing the affected sheetrock in both closets and drying out the wood behind the sheetrock if it is wet, before replacing new sheetrock. The upstairs tenant's apartment should be checked for water leaks as well.

Golden Hill Road bathroom work began a couple weeks ago. The main beam was jacked up. Plywood subfloor and rotted floor joists had to be removed and new subfloor installed. A new shower valve relocated and installed along with two new floor drains. New floor and wall tile will be installed. New toilet will be installed in new location.

Regulatory Updates - The waitlist will be migrated to an excel spreadsheet and imported to the Centralized waitlist – CHAMP which stands for Common Housing Application for Massachusetts Public Housing . It is due by September 15th. Extra hours will be allowed and paid for by DHCD.

Town of Lenox – Gwen Miller, Town Planner put a draft RFP together for the Curtis rooftop cell antenna leases. She used the Leominster RFP as a guide. The term is for five years . Suggestions made by board members: five years with 5 year option and stipulation of access to roof during quiet hours. Board will take home and review. Also, Barbara will send to David McClave at DHDC for review and guidance.

f. New Business:

FY 2019 Capital Plan:

Barbara presented the capital plan for approval. The projects that will take place in 2019 are resurfacing the parking lot at the Curtis and replacing the roof at Turnure Terrace in 2019 instead of 2021. This might be necessary. She held two tenant meetings to get input from the tenants about concerns and priorities. The meeting at the Curtis was attended by fourteen tenants. Major concerns were the parking area with lack of parking, refurbishing the Curtis lobby, additional washer and dryer, painting outside of windows, update the two community room bathrooms, replace kitchen counter tops, paint kitchens and hallways in occupied apartments of tenants who have lived here ten years or more. The meeting at Turnure Terrace was attended by fourteen tenants. Major concerns were new bathroom and kitchen floors, new sidewalks on the forty side because they are uneven, replacement of medicine cabinets with better lighting. , drainage issues behind 40, new patio behind Community Room, address invasive vines that are killing trees and shrubs.

Motion made by T. Sorrentino, seconded by L. Messina to accept the 2019 CIP with the exception of replacing the roof on the 32 side of Turnure Terrace if needed. All members voted in favor.

Next meeting is September 18th at 4:30.

Adjournment:

Motion made by T. Sorrentino, seconded by L. Messina to adjourn at 5:47 p.m. All members voted in favor.

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director