



BHA Regular Meeting of the Board of Commissioners
June 30, 2020
Willowbrook Community Room
Minutes

BOARD MEMBERS PRESENT: Sandra Besette, Chair; Nancy Messina; Sharyn Brush, Chris Oldham, Paul Wallden

ALSO PRESENT: Penny Taylor - Director of HCV / Section 8 Program; Dack Lauzon - Director of Facilities Management & Capital Fund; Lindsay Vajda- Acting Executive Director; Mary Gerisch

TENANTS PRESENT: Joanne Motter, Colleen Sweet, Shirley Goodell, David Kenney, and Lorie Shamblen

A quorum being present; Sandy called the meeting to order at 4:37 p.m.

Agenda Item 1- Minutes of prior meeting:

After reviewing the draft Minutes of the prior meeting, and upon motion of Sharyn brush, seconded by Nancy Messina, with Chris Oldham abstaining, it was unanimously

RESOLVED, that the Minutes from the May 2020 Board of Commissioners meeting be approved as written to become a permanent part of the records of the corporation.

Agenda Item 2-Executive Director Report:

Lindsay gave a report as to the rental arrears and tenant in eviction noting that evictions are still on hold. The offices remain closed to the public, as do the Community Rooms for events. She then recapped for the Board the delinquent accounts, noting that some tenants are paying escrow into Court. Warning letters are being sent to tenants who owe back rent, There ensued a discussion relative to the warning notices and their format. It was suggested that the letters state that they are not an eviction attempt, but rather a reminder that past due rent is owing.

Agenda Item 3- Staff Reports:

- a. Section 8 Report: Penny updated the Board reporting that lease-ups and application processes continue during this period by the use of alternative methods. She currently has 4 vouchers on the street Mainstream Vouchers are currently being issued, in addition to Section 8 Housing Choice Vouchers.
- b. Facilities Report: Dack updated the Board on activities in connection with COVID. Dack reported that his team is still working using social distancing guidelines and masks. He also noted that the public areas of the two elderly campuses are being cleaned twice daily. Beech Court siding is in process.

- c. The fire at Brookside caused damage from the sprinkler system on the ceiling tiles and carpets. All people and pets from the apartment in which the fire was started are safe. The Fire Insurance company has been contacted and a claim put in.

Agenda Item 4- financial report

The financial report was discussed by the board and several questions were posed by the Board. After brief discussion and questions being answered, it was, upon motion of Chris Oldham seconded by Sharyn Brushm unanimously

RESOLVED, the financial reports submitted to his meeting are hereby accepted as a permanent part of the records of this corporation.

Agenda Item 5- Proposed Resolution # 491

After a brief discussion and review of the Budget Resolution #491, it was, upon motion by Sandy, seconded by Chris, unanimously

RESOLVED, that the Budget and all other items contained in Resolution #491 shall be and are hereby approved as a permanent part of the records of this corporation.

Agenda Item 6- Proposed Resolution # 492

After a discussion of the uncollected debts in the amount of \$51,910.20, and the issue of the age and uncollectibility of those debts, it was, upon motion of Sandy, seconded by Chris, unanimously

RESOLVED, that Resolution #492 writing off bad debts and making appropriate accounting adjustments in the amount of \$51,910.20 shall be and are hereby approved.

Agenda Item 7- Next meeting date

The Board decided that the next meeting date for this entity will be on Tuesday, July 21st, at 4:45 pm, in the Willowbrook Community room.

Agenda Item 8- Public Comments

There were many questions relative to smoking and non-smoking areas on various campuses. Several of the tenants present from Brookside proposed being able to smoke in their cars in the parking lot. They complained that the 25 feet from the building regulation of smoking are in place for some campuses and not others.

The Board addressed and understood this concern, and it will be taken up as an agenda item at the next Board meeting.

ColleenSweet also asked if the speed on the electronic bulletin board could be adjusted to slow it down a bit. Dack responded that he can and will easily do that.

Adjournment

There being no other new business to be conducted, and upon motion of Sharyn seconded by Chris, the meeting stood adjourned at 5:35 pm.

Respectfully Submitted

Lindsay Vajda, Secretary