

SHARON HOUSING AUTHORITY  
SHARON RIDGE EXPANSION CORPORATION  
Draft until approved at the next regular meeting

A regular meeting and the Annual meeting of the SHA and the SREC was held on June 5, 2018 at 5:00PM at the Town Hall. Present were Chairman Hosier, Vice Chairman Szalewicz, Treasurer Whelan, Asst. Treasurer Manasse and Secretary Moss. Also in attendance were Site Administrator Broderick, tenant of 10D and Ella Clark.

PART 1

Chairman Hosier called the meeting to order at 5PM.

The tenant of 10D was present regarding the rent increase to be effective August 1, 2018. It was explained that per the Agreement with CHFA, it is required to have a 2 % increase in rents every year to sustain repairs. This has not been done over the years. The tenant asked some questions that the Board answered. She was advised that all meetings are open to the public and she is welcome to attend.

Mr. Manasse made a motion to approve the 5/1/18 and 5/24/18 minutes as written, seconded by Mrs. Whelan, with all in favor.

Ms. Broderick gave her Administrator's report. Several of the A/C units need repairs. Ms. Broderick is getting an estimate for the repairs. The tenant in 12A was scheduled for eviction but she filed a motion with the Court requesting more time to move out. The Marshal agreed with this so she has until 6/18/18 to be out or moved out. The tenant in 8A denied entry to re-inspect this unit on June 1. It is believed that there are unauthorized occupants living there. Having a KAPA Notice served was discussed. In this case, the tenant would have 15 days to correct the violation noted in the Notice and then if not corrected, the eviction process can begin. After some discussion, Mrs. Szalewicz made a motion that Jim Hirschfield proceed with serving the KAPA notice ASAP to the tenant in Unit 8A, seconded by Mr. Hosier, with all in favor. Unit 6D needs to some work done in the bathroom. Ms. Broderick is getting a cost estimate. There was a discussion on the possibility of having all the bathroom ceiling fans wired so that they turn on automatically when the bathroom light is turned on. Ms. Broderick will get a price for having this done. Also is was commented that the cleanliness of all the units is imperative.

Mrs. Whelan reviewed with the Board the Reserve Account balance. Kim Erdely, of CREM, will be looking into what are "allowable" expenses according to CHFA for the use of these funds. Mrs. Whelan call Kim and talk about the finances as a whole and what happens when the Reserves are gone. She will also ask, what part of the monthly income can be allocated towards repairs/maintenance. The April payments totaling \$10,037.20 were reviewed. Mr. Manasse made a motion to approve the payments, seconded by Mr. Hosier, with all in favor. With all these anticipated expenses coming up, Mr. Manasse will contact CHFA to see the mortgage could be modified in any way. Mrs. Szalewicz will contact Cornwall Plumbing and Upcountry Services to see if they would offer any discounts on their work.

Mrs. Szalewicz advised the Board that Kodak was to send batteries for the smoke detectors but as they have not yet arrived, she will contact them again.

All the Old Business was covered in the Administrator's report.

New Business:

- a. Mrs. Szalewicz made a motion that the newly revised By-Laws be approved, seconded by Mrs. Whelan, with all in favor.
- b. Mr. Manasse made a motion that the current slate of Officers continue for another year, seconded by Mr. Hosier, with all in favor.

PART 2

Ms. Broderick gave her Administrator's report.

The April payments totaling \$9,514.17 were reviewed. Mrs. Szalewicz made a motion to approve the payments, seconded by Mr. Manasse, with all in favor. Mrs. Whelan reviewed the financials.

There were no communications and no Old Business.

New Business:

- a. Mr. Hosier made a motion that the newly revised By-Laws be approved, seconded by Mrs. Whelan, with all in favor. The Board thanked Mr. Manasse for all his work on the By-Laws.
- b. Mr. Manasse made a motion that the current slate of Officers be re-appointed for another year, seconded by Mr. Hosier, with all in favor.

PART 3

Mrs. Szalewicz stated that now it is time to move on with verifying that the wording in the leases and the handbook match. Mr. Manasse will work on this. Ms. Broderick stated that she has already made changes to the new leases.

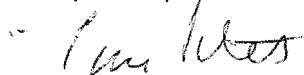
Mrs. Szalewicz stated that based on time she has recently spent in the office with Ms. Broderick and a new tenant, areas that could be improved upon:

Review in detail with the new tenant before the lease is signed, areas of the lease that are problematic: i.e. guests in apartments and the length of time allowed; damages to the units; etc., then have the tenant initial that area showing that they have read and understand the areas.

Pets and service animals were discussed.

With nothing further, Mr. Manasse made a motion to adjourn, seconded by Mrs. Whelan, with all in favor. The meeting was adjourned at 6:28.

Respectfully submitted,



Tina Pitcher, Recording Secretary

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SHARON TOWN CLERK

2:40 PM  
05/08/18

Sharon Ridge  
Check Detail  
April 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	2214	04/11/2018	CHFA		1112 - Cash-Webst...		-6,250.00
Bill	92073D	04/01/2018			4910 - Principal Pay...	-6,250.00	6,250.00
TOTAL						-6,250.00	6,250.00
Check	2215	04/25/2018	Tammy Broderick		1112 - Cash-Webst...		-13.40
					4151 - Office Suppli...	-13.40	13.40
TOTAL						-13.40	13.40
Bill Pmt -Check	2216	04/25/2018	Eversource		1112 - Cash-Webst...		-673.76
Bill	5140...	03/19/2018			4320 - Electricity	-673.76	673.76
TOTAL						-673.76	673.76
Bill Pmt -Check	2217	04/25/2018	Herrington's Hard...		1112 - Cash-Webst...		-6.75
Bill	69300	03/27/2018			4420 - Materials an...	-6.75	6.75
TOTAL						-6.75	6.75
Bill Pmt -Check	2218	04/25/2018	Sharon Sewer & W...		1112 - Cash-Webst...		-2,880.00
Bill	C8200	04/09/2018			4360 - Sewer	-2,880.00	2,880.00
TOTAL						-2,880.00	2,880.00
Bill Pmt -Check	2219	04/25/2018	U.S. Postal Servic...		1112 - Cash-Webst...		-62.38
Bill	0000...	04/19/2018			4151 - Office Suppli...	-62.38	62.38
TOTAL						-62.38	62.38
Bill Pmt -Check	2220	04/25/2018	Welsh Sanitation ...		1112 - Cash-Webst...		-150.91
Bill	728903	03/31/2018			4710 - Refuse Rem...	-150.91	150.91
TOTAL						-150.91	150.91

*J. J. [unclear]*

2:49 PM  
05/08/18

Sharon Ridge Expansion  
Check Detail  
April 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1562	04/06/2018	Connecticut Real ...		Operating Account...		-780.00
Bill	3/18 ...	03/31/2018			20 . 2 - Managemen...	-780.00	780.00
TOTAL						-780.00	780.00
Bill Pmt -Check	1563	04/06/2018	Tax Collector Tow...		Operating Account...		-3,298.68
Bill		04/01/2018			34 . 2 - Real Estate ...	-3,298.68	3,298.68
TOTAL						-3,298.68	3,298.68
Bill Pmt -Check	1564	04/06/2018	Water Systems Sp...		Operating Account...		-1,220.72
Bill	16672	03/28/2018			13 . 2 - Water	-1,220.72	1,220.72
TOTAL						-1,220.72	1,220.72
Bill Pmt -Check	1565	04/11/2018	Cornwall Electric, ...		Operating Account...		-585.00
Bill	101265	03/29/2018			03 . 2 - Maint Repal...	-130.00	130.00
Bill	101265	03/29/2018			03 . 2 - Maint Repai...	-455.00	455.00
TOTAL						-585.00	585.00
Bill Pmt -Check	1566	04/11/2018	Frontier		Operating Account...		-54.26
Bill	860-3...	04/01/2018			25 . 2 - Phone & An...	-54.26	54.26
TOTAL						-54.26	54.26
Bill Pmt -Check	1567	04/11/2018	Pat Whealen		Operating Account...		-237.83
Bill	Reim...	04/04/2018			02 . 2 - Maint & Rep...	-237.83	237.83
TOTAL						-237.83	237.83
Bill Pmt -Check	1568	04/11/2018	Upcountry Service...		Operating Account...		-600.00
Bill	53636	04/02/2018			05 . 2 - Snow Remo...	-600.00	600.00
TOTAL						-600.00	600.00

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05/08/18

**Sharon Ridge Expansion  
Check Detail  
April 2018**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>1569</b>	<b>04/11/2018</b>	<b>Welsh Sanitation ...</b>		<b>Operating Account...</b>		<b>-207.56</b>
Bill	729564	03/31/2018			16 . 2 - Garbage	-207.56	207.56
TOTAL						-207.56	207.56
<b>Check</b>	<b>1570</b>	<b>04/11/2018</b>	<b>Sharon Ridge Exp...</b>		<b>Operating Account...</b>		<b>-1,143.67</b>
					Reserve Account - ...	-1,143.67	1,143.67
TOTAL						-1,143.67	1,143.67
<b>Bill Pmt -Check</b>	<b>1571</b>	<b>04/17/2018</b>	<b>Anthem Blue Cros...</b>		<b>Operating Account...</b>		<b>-427.45</b>
Bill	4/18 ...	04/13/2018			29 . 2 - Health Insur...	-427.45	427.45
TOTAL						-427.45	427.45
<b>Bill Pmt -Check</b>	<b>1572</b>	<b>04/17/2018</b>	<b>Upcountry Service...</b>		<b>Operating Account...</b>		<b>0.00</b>
TOTAL						0.00	0.00
<b>Check</b>	<b>1573</b>	<b>04/19/2018</b>	<b>US Postal Service</b>		<b>Operating Account...</b>		<b>-50.00</b>
					26 . 2 - Office Suppl...	-50.00	50.00
TOTAL						-50.00	50.00
<b>Bill Pmt -Check</b>	<b>1574</b>	<b>04/25/2018</b>	<b>Connecticut Real ...</b>		<b>Operating Account...</b>		<b>-330.00</b>
Bill	5/18 ...	05/01/2018			19 . 2 - Site Manag...	-330.00	330.00
TOTAL						-330.00	330.00
<b>Bill Pmt -Check</b>	<b>1575</b>	<b>04/25/2018</b>	<b>Eversource</b>		<b>Operating Account...</b>		<b>-529.90</b>
Bill	5134...	04/18/2018			12 . 2 - Electricity	-144.08	144.08
Bill	5129...	04/18/2018			12 . 2 - Electricity	-385.82	385.82
TOTAL						-529.90	529.90
<b>Bill Pmt -Check</b>	<b>1576</b>	<b>04/25/2018</b>	<b>US Postal Service ...</b>		<b>Operating Account...</b>		<b>-49.10</b>

2:49 PM  
05/08/18

Sharon Ridge Expansion  
Check Detail  
April 2018

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	0000...	04/19/2018			26 . 2 - Office Suppl...	-49.10	49.10
TOTAL						-49.10	49.10

*[Faint handwritten signature]*