**EAST HAMPTON HOUSING AUTHORITY MONTHLY BOARD MEETING**

**January 15th, 2019 10 AM**

**Bellwood Court**

**Minutes**

1. **CALL TO ORDER**

TIME: 10:04 am

 COMMISSIONERS PRESENT: Tom Denman, Ann McLaughlin, Richard Sherman, Bonnie Berkovich

 STAFF PRESENT: Jodi Brazal, Dion Roccapriore, Sylena Kraczkowsky

RESIDENTS PRESENT: Residents of 2, 4, 9, 10, 11, 23 & 24

1. **APPROVAL OF PREVIOUS MEETING MINUTES**

RESULT: Passed

MOVER: Richard Sherman

SECONDER: Ann McLaughlin

AYES: 5

NAYS: 0

ABSTENTIONS: 0

1. **COMMUNICATIONS**

None

1. **PAYMENTS OF BILLS AND FINANCIAL REPORT**

RESULT: Passed

MOVER: Ann McLaughlin

SECONDER: Tom Denman

AYES: 5

NAYS: 0

ABSTENTIONS: 0

1. **PUBLIC COMMENT**

#4 – Digging and verbal abuse by another tenant near the emergency exit of an apartment at the rear of the property. It was addressed by the board that complaints should be reported to the office and filed in writing in order to create an incident report file for documentation.

1. **OLD BUSINESS**
2. Bellwood water tank Millenium still has a back up of large projects will let us know asap
* Hook to well until repaired
1. Request to make temporary SRAP permanents has been denied due to lack of new funds
* Completed
1. Small Cities Grant – item moved to end of meeting agenda
* Trees removed by Grasshopper
1. Windows at Bellwood update
* Need to get updated quotes for a higher quality window
* Continue to seek more quotes
1. Addition for Chatham Acres
* Hold off for now
1. Parking stickers for residents
* Ordered for safety and cost reasons
* A request for larger tenant parking signs
1. Threshold for Board Approvals on quotes/purchases
* $5,000 if not budgeted
1. Flooding at Bellwood
* Needs to be put out to bid
1. Security Deposit
* Set up an account for new tenants
* Management of deposits plus interest
1. **NEW BUSINESS**
2. Late rent payments
* Request for a late rent fee to enforce rent due dates
* Discuss with tenants
1. New bids for Annual Contracts
* Seek new bids for services as needed
* Continue with current heating and water contracts
1. **VACANCY** **REPORT**

January: Bellwood – 1

 Chatham Acres- 2 as of January 1 (1 filled for February 1st, one for March 1st)

1. **UPDATES:**
2. RSC
* Discussed pet vote and policies
1. COA
* Aging in place meeting upcoming, urge residents to attend
1. TENANT COMMISSIONER
2. **Cont. Old Business**
	1. CDBG Small Cities Grant – Conference call with Jen Svelnys

Not doing paving projects, improvements must be within units. Grant focuses on handicap capabilities and accessibility within units. Discussion about community and laundry rooms, permanent handicap ramps, windows, emergency call system, removal of architectural barriers

1. **PUBLIC COMMENT**

Beware of Grasshopper as a company, they do reckless work and have caused several damages to the lawn while working. Encourage other companies to be considered when put out to bid.

1. **ADJOURNMENT**

Time: 11:55 am

RESULT: Passed

MOVER: Ann McLaughlin

SECONDER: Bonnie Berkovich

AYES: 4

NAYS: 0

ABSTENTIONS: 0

**Respectfully Submitted by Bonnie Berkovich, Recording Secretary**