

WEDNESDAY-NOVEMBER 15, 2017

ATTENDEES: Larry Adkins, Lynne Bobroske, Harry Buck, David Eylers, William Gangloff, Mary Heltke and Danielle DellaVecchia.

CALL TO ORDER: At 11:35am by Chairman, David Eylers.

ADMINISTRATOR'S REPORT: A printed copy was presented and studied.

Danielle DellaVecchia, Property Administrator read the Administrator's report starting with the financials, the account payables, and the replacement reserves.

Discussion on the one vacant apartment, currently the bids have been received but a change order on the flooring needed to be revised by each contractor bidding so the final tally is not in yet for all bidding on this one handicap unit in the complex. Work to start soon after bidding process is completed. Chairman Eylers asked when the MRP funds are going to be set in motion for apartment repairs. Danielle and Mary responded with the answer that when a final contractor has been chosen to complete the vacant handicap unit that they will be awarded the contracts to complete the necessary repairs at Wintergreen Senior Housing.

Danielle spoke on the recent fall clean-up such as shrub removal and brush clean up, and the final mowing of the lawn service was being completed as this meeting was taken place. A newsletter was sent out to all the residents pertaining to the visitor parking and tenant deemed parking area. The monthly tea has been scheduled for November 16th instead of November 30th, and the flag changing ceremony was cancelled due to weather.

Mary Heltke spoke on the new resident handbook and a board vote is needed on an addendum housekeeping/maintenance plan that will be added to the existing handbook. The new maintenance plan adopted for December 1, 2017 through December 1, 2018 consist of inspections time frame on a weekly, monthly, quarterly semi-annual and annual basis. All board members voted on approving this addendum to the handbook.

Harry Buck made a motion to accept the Administrator's report, motion was seconded, voted on and passed unanimously.

SECRETARY'S REPORT: A printed copy of the Minutes of the Regular Meeting on Wednesday, October 18, 2017 was presented and studied.

William Gangloff made a motion to accept the Minutes. Motion was seconded, voted on and passed unanimously.

TREASURER'S REPORT: Balance as of 11/14/17 was \$15,270.50. Harry Buck made a motion to accept the Treasurer's Report. Motion was seconded by Larry Adkins, voted on and passed unanimously.

William Gangloff requested to the board that a Christmas bonus in the amount of \$150.00 be given to the maintenance/and property caretaker. This would be a \$50.00 increase from last year. William Gangloff made a motion to approve the increase. Motion was seconded by Larry Atkins, voted on and passed unanimously.

OLD BUSINESS: Chairman David Eylers asked if the paving contractor was paid and Mary Heltke said that the monthly report was not finalized so they are unsure if the bill was paid but will have an answer at next months meeting.

NEW BUSINESS: None

ADJOURNMENT: At 12:14 pm William Gangloff made a motion to adjourn. It was seconded by Harry Buck, voted on and passed unanimously. Next scheduled meeting will be on Wednesday, December 20, 2017 at 11:30am.

Respectfully submitted, Lynne Bobroske

RECEIVED FOR RECORD AT HARWINTON CT
ON 11/20/17 AT 3:30PM
ATTEST NANCY E. ELDRIDGE TOWN CLERK