

Harwinton Housing Authority  
Wintarquen Senior Housing Minutes  
February 27, 2012

Present: Wm Gangloff, Susan LaPente,  
Ken Johnson, David Eyles

Meeting opened by David Eyles 9:46

Secretary's report of last meeting accepted  
by all.

Treasurer report; Balance \$7,835.55

Administration report read and accepted.

Motion was made by David Eyles and  
seconded by Susan LaPente to make  
Wintarquen a non smoking complex.  
effective July 1, 2012. Al Watters a present  
resident to be grandfathered.

Motion was unanimously accepted.

Motion to adjourn made by Wm  
Gangloff seconded by Susan LaPente

Meeting adjourned at 10:25

Respectfully submitted by Ken Johnson  
Sec.

## **WINTERGREEN SENIOR HOUSING**

Administrator's Report  
For the Month of Jan ~~2011~~ 2012  
Prepared by Barbara Zimmerman, Administrator  
February 27, 2012

### **FINANCIAL REPORTS: Monthly Summary**

Copies of the January financials are attached for your review.

### **ANTICIPATED PROJECTS:**

- I hope to schedule a contractor to come to Wintergreen to fill in the cracks etc. for the road as a regular maintenance program.
- I will also have the lines repainted for parking areas.
- Jeep has been cleaning gutters as an ongoing project and hopefully this year we can do additional tree removal near the buildings to alleviate some of constant filling of the gutters. I will hire someone to do the Skinner House.
- I hope to upgrade flooring in 2 – 3 units this year as ongoing maintenance.

### **REGULATORY**

Wintergreen had our 3 year audit last week and hopefully, all went well. EHM continues to maintain a good relationship with USDA and training is always available to staff.

### **VACANCY**

Unit #7 is scheduled to be painted this week and I am interviewing an applicant to move in hopefully for the end of the month. The apartment is actually in good condition with just normal cleaning to be done.

### **OTHER**

During the review last week, it is policy for the staff of USDA to go to apartments and inspect randomly for upkeep and to see if residents have any concerns. One unit looked at was #19, currently occupied by a smoker. This unit was just painted and new flooring installed in the past year or 2. It was reported that the unit was extremely smoke laden. I have asked the occupant to smoke outdoors; however, this cannot be enforced as our lease does not restrict smoking.

I would like the Board to consider making the site a non-smoking facility and have discussion regarding this. At this point, I think there are only 2 smokers, with one smoking outdoors all the time. Elderly Housing Management has found that the overall expenses of sites are decreased considerably when doing a unit turnover with non-smoking facilities.

Respectfully submitted,

Barbara Zimmerman, Administrator

RECEIVED FOR RECORD AT HARWINTON, CT  
ON 3-12-12 AT 11:23AM  
ATTEST: PATRICIA K. WILLIAMSEN, TOWN CLERK