

HARWINTON HOUSING AUTHORITY-REGULAR MEETING-
WEDNESDAY-OCTOBER 18, 2017

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

CALL TO ORDER: At 11:45am 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 two vacant apartments, one has been occupied as of October 1st and the other apartment will be completely renovated since it is deemed one of the handicap units in the complex.

Danielle spoke on the recent fall clean up that has been completed such as power washing of all the north sides of the buildings, tree trimming and lawn cutting. The generator for the Skinner House was also tested and working fine. Harry Buck spoke on how the generator, if applicable, can be set up on a timer to automatically start up on a weekly time schedule. Danielle and Mary will check to see if this generator has that capacity to be set on a timer.

Mary spoke on a new resident handbook that an addition of housekeeping and apartment inspection will be added to the existing handbook. All board members voted on approving this 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, September 20, 2017 was presented and studied.

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

TREASURER'S REPORT: Nothing was reported.

OLD BUSINESS: Chairman David Eylers spoke on the 2016 audit has been completed and signed and now at corporate to be signed by the CFO.

NEW BUSINESS: Danielle DellaVecchia, Property Administrator, asked for the board's approval to replace the two Nutone ceiling exhaust fans in the bathrooms of the Skinner House, since not operating properly. Board approved the replacement of the two exhaust fans.

ADJOURNMENT: At 12:20 pm Harry Buck made a motion to adjourn. It was seconded by Lynne Bobroske, voted on and passed unanimously. Next scheduled meeting will be on Wednesday, November 15, 2017 at 11:30am.

Respectfully submitted, Lynne Bobroske

RECEIVED FOR RECORD AT HARWINTON CT
ON 10/25/17 AT 8:30AM
ATTEST NANCY E. ELDRIDGE TOWN CLERK