

Harwinton Housing Authority
Wintergreen Senior Housing Minutes
October 17, 2011

Present: Jean Johnson, Dale Adkins, Ann Bott, David Eylers & Barbara Zimmerman. Member Dale Adkins opened the meeting.

The meeting opened by Dale Adkins, at 9:35 a.m.

No minutes were submitted for the last meeting as the May and September meetings were cancelled.

No Treasurer report received.

Ann Bott reminded that the November meeting will be her last, as her tenure is done. The Board is actively recruiting for a new member.

A comment from the Board Chair was made in regard to the review for the fiscal year of 2010-2011 that was received from our auditor, Alan Tucker. Dale Adkins expressed that the auditor finds our site to be in good financial standing. The Board was pleased to hear this especially since Wintergreen has not had a rent increase in a few years.

A request was made to have the old TV tower removed. All board members agreed and the Administrator will ask the Superintendent to arrange for its removal.

The Administrator gave her report and is attached as part of the minutes. The Administrator requested the Board to consider having storm and screens installed to all of the units. It was also suggested that new front and rear exterior doors be replaced with energy efficient doors that have windows in them. The residents are older and the lack of light in the unit has caused requests for this. A motion was made by Dave Eylers to have the the Administrator research the type of doors available and to verify compliance with the Fire Marshall, and to make a decision on the product and move forward with installation. The motion was seconded by Jean Johnson and all were in favor. A motion was also made by Ann Bott to approve obtaining quotes and have new triple track storm and screens installed in all the units. A second made by Dave Eylers. All were in favor.

The next meeting & annual meeting will be held on November 21, 2011 at 9:30 am.

Respectfully submitted,

Jean Johnson,
Secretary

WINTERGREEN SENIOR HOUSING

Administrator's Report
For the Month of September 2011
Prepared by Barbara Zimmerman, Administrator
October 17, 2011

FINANCIAL REPORTS:

Monthly Summary

Monthly reports for August 2011 are attached.

ANTICIPATED PROJECTS:

None anticipated.

MAINTENANCE

A request was made to have front doors replaced with new doors that have windows in them. The reason for this is that the apartments are very dark. Additionally, the doors are old. I think the cost of a door installed would be about \$300-\$350 each, bringing it to about \$6000. If the Board is in favor of this, I would ask for a vote on this and will proceed.

We had an inspection by the Fire Marshall and we are fine. We will be replacing our old exit and emergency lights in the Skinner House as they are really old.

A tree was removed by Gervais Tree that toppled over during the hurricane. It was in the grass area, so it was not a big deal, and Danny did it gratis.

Our chimney has been repaired as it has leaked. The chimney is really a "fake" for looks only, yet it seemed to manage to allow water in! The repair person said that we really should consider having it rebuilt soon, as it isn't in great condition. I wondered if we could just remove them? This would certainly stop any future leaks.

WINDOWS

Jean Johnson has called to have an energy audit done on her unit. At this point the power company has not set up an appointment with her. Some residents are asking to have storm windows installed, even at their own expense. At this point I have looked for the cost of the windows, uninstalled and average \$60 each. With so many residents asking for these, it may be worth installing. I would imagine the install of each would probably equal the cost of the window to be about \$12000. Please let me know what you think.

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Respectfully submitted,



Barbara Zimmerman, Administrator