

MIDDLEFIELD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING, JANUARY 27, 2022

Present: Judy Smith (Chair), Barbara-Jean DiMauro (Secretary), Larry Messier (Resident Commissioner), Dina Jeffrey (Property Manager), Peter Sibley (Recertification Specialist)

The meeting was called to order at 3:05 P.M. by Judy Smith, Chair.

Approval of Agenda

The agenda was approved as presented.

Approval of Minutes

The minutes were approved as presented.

Public Session

Sue Zingle stated that the Resident Commissioner was not available when another resident lost partial heat. Dina was called; she took care of the problem. The Chair addressed Sue, reiterating, once Dina/Imagineers is contacted regarding a problem, no further action is required by Sue. Sue also stated that the Resident Commissioner's phone number is not readily available. Dina informed all that MHA's answering machine provides emergency numbers. Pete stated that it is not realistic to assume that the Resident Commissioner will always be available and that each unit has been provided with a refrigerator magnet that lists Imagineers phone number. Larry and Dina will ensure that all residents have Larry's phone number

Sue also stated that the flooring company dropped pieces of flooring in the parking lot while removing old flooring. Dina assured all that MHA has contracted a quality grounds contractor, who does a good job keeping the property clear of debris and removing snow from back steps and sidewalks.

Resident Commissioner's Report

Larry reported that trees on top of the hill have been trimmed of low-hanging branches so as not to interfere with residents parking there when snow is predicted. A discussion ensued re residents who find it difficult to park on the hilltop.

Larry commended Jennifer (Resident Service Coordinator) for her efforts on behalf of residents.

Property Manager's Report

Financial Report: Dina reviewed the Financial Report with the Board.

Tenant Meeting: No residents attended the monthly tenant meeting. Following discussion, the Board agreed tenant meetings will be held every three months rather than monthly. The next meeting is scheduled for April.

The REAC/HUD audit is approaching. The last HUD inspection was 2018. This inspection is detailed and intense. All outbuildings, the Community Room, and randomly chosen units are inspected.

Old Business

Rehab Update: Progress is slow. All units except #25 have been painted and flooring installed. Windows have been delivered, but shower bases have not.

Pete reported that the architect's contractual Liquidated Damages Provision is now in effect.

Unit 10 is ready for occupancy. It has been rented to a couple who plan to move in February 15.

New Business

The Monitor Controls, Inc. contract for the installation of a monitored alarm system is ready to be executed. Dina will email Commissioners a copy of the contract.

There being no further business, the meeting adjourned at 3:45 P.M.

Respectively submitted,

Barbara-Jean DiMauro  
Secretary