

MIDDLEFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING, AUGUST 23, 2018

Present: Barbara-Jean DiMauro (Secretary), Dina Jeffery (Property Manager), Barbara Schiffert (Treasurer),
Kathy Vincent (Resident Commissioner)

In the absence of a Chair, the meeting was called to order by Barbara-Jean DiMauro, Secretary, at 3:15 P.M.

Acceptance of Agenda

On a motion by Kathy, seconded by Barbara, the agenda was accepted as presented.

Approval of Minutes of Previous Commissioner Meeting(s)

On a motion by Barbara, seconded by Kathy, the April 26, 2018, minutes were approved as presented.

Public Session

Concerns: (1) fire alarm shut-off buttons installed by order of the Middlefield Fire Marshall, (2) requests for resident handbook, (3) concerns re a resident with a disability, (4) request for a different unit

Board Responses: (1) Fire alarm shut-off buttons were installed to better ensure the safety of residents.

(2) Residents who have misplaced their handbook will be given another one. (3) Residents were asked to provide documentation re the resident with a disability. (4) Request for a different unit taken under advisement.

Executive Director's Report

(a) Financial Report: waived

(b) Waiting List: There are 74 applicants on the Waiting List, which is now closed.

Maintenance Report

(a) General Operations: The pest control company Dina contacted to rid Sugarloaf of an underground bee's nest presented a contract. The consensus of the Board was that a contract is not warranted at this time; pest control will be managed on a case by case basis.

(b) Buildings: no action

(c) Grounds: no action

(d) Water System: Testing is due in September.

(e) Sugarloaf Renovations: Bids have been received.

Resident Commissioner's Report

Kathy recommended a family member be included in further discussions re resident with a disability.

New Business

(a) Executive Director: This position has been eliminated. Dina Jeffery of Imagineers LLC is now Property Manager.

(b) New Snow Removal and Landscape Company: Dina presented the Board with four bids. A Special Meeting for action on these bids is scheduled for September 6, 2018.

(c) Vote to allow Imagineers accountant Kathy Wallace Read-Only Access to Liberty Bank Account for Accounting Purposes: The Board authorized Barbara (Treasurer) and Dina (Property Manager) to arrange such access.

The meeting adjourned at 4:25 P.M.

Respectively submitted,

Barbara-Jean DiMauro
Secretary