

Regular Meeting  
Natick Housing Authority  
November 12, 2020

The Regular Meeting of the Natick Housing Authority was held on Thursday, November 12, 2020 by remote participation. The virtual meeting was held via GoToMeeting Conference Call at 6:30pm (EDT). The virtual meeting was called to order by Chairman, David Parish and upon roll call all those present and absent were as follows:

Present:	David P. Parish	-Chairman
	Margaret E. Kiely	-Vice-Chairman
	Erica E. Ball	-Commissioner (6:44pm)
	William H. Grogan	-Treasurer
	Gregory K. Bazaz	-Assistant Treasurer
	Randy J. Waters	-Executive Director
	Sue Hur	-Finance Manager

Absent: None

Chairman, David Parish opened the meeting at 6:35pm and informed those in attendance that the meeting was being recorded.

Minutes

October 8, 2020

Meg Kiely made a motion seconded by William Grogan and it was voted unanimously to approve the October 8, 2020 minutes as written.

Executive Director Report

Mr. Waters shared with the Board that there was a fire at Cedar Gardens late afternoon today and the injured resident was transported to the hospital. The fire department is onsite investigating.

Monthly Reports

Tenant Accounts Receivable

Mr. Waters informed to the Board that the tenant accounts receivable for the month of October 2020 remained at 12%. A couple of family residents reached out to Natick Service Council and St. Vincent de Paul for assistance.

Vacancies

Mr. Waters reported to the Board that the vacancies for October 2020 remained to 3% agency wide with 13 units. Three more than the prior month.

### Financial Review & update

Vendor expenses, overtime and landlord payments for the month of October 2020 were reviewed.

Monthly Financial statements as of October 31, 2020 was presented. The 400-1 program reserve balance increased to \$892,899 which is at 82% after accounting for \$180,334 in nonroutine expenses.

Greg Bazaz made a motion seconded by William Grogan and it was voted unanimously to accept and approve all financials as presented.

### 2019 Year End Financial Statements & Agreed Upon Procedures (AUP) Audit Reports

Mr. Waters presented to the Board the two audit reports from Marcum Accountants Advisors for FYE 2019. There were only one finding under the AUP audit for 2019. Mr. Waters will work on resolving the finding going forward.

### Project #202098/Paving -Additional Parking @ Coolidge Gardens

Mr. Waters updated the Board that this project is almost completed. Only the railing remains to be completed besides the landscaping. The railing is custom made and the manufacturer ran into some delays due to Covid-19 pandemic.

### Project #202116/West Hill Park asphalt repairs

Mr. Waters informed the Board that the final completion may be presented at the next board meeting.

### Project #202117/667-1 & 2 bathroom upgrade

Mr. Waters updated the Board that the renovation of the final building will start on Monday, November 16, 2020. There was an incident.

### Project #202121/667-ADA Accessibility Study

Mr. Waters submitted request for the remaining funds to be released from the Natick Affordable Trust Fund.

### Staffing & Organizational Updates – Administrative & Maintenance Departments

Mr. Waters shared some of the Resident Services Coordinator, Jane Purser's activities. She organized with the Natick Rotary Club to provide boxed lunches to our Coolidge and Cedar Gardens residents. She will be at the Boy and Girl Scouts leaf raking event at Cedar Gardens this Saturday, November 14<sup>th</sup>. She has already reached out to most of the Coolidge Gardens residents and some family residents. Mr. Waters has arranged for a solar company to assess Cedar Gardens to provide better lighting. Mr. Waters will also change the CIP, Capital Improvement Plan, to make the Cedar Gardens' roads, walkways, and parking lot improvements a priority this upcoming year.

### Board Member Concerns

A few of the Board members expressed an interest in connecting with Jane Purser, the RSC.

### Cedar Gardens Tenant Organization (CGTO) Update

Sandra Green shared with the Board that the Rotary Clubs luncheon went very well and she expressed her gratitude to the club. Sandra Green is very worried about the pot holes and walkways at Cedar Gardens especially with winter weather ahead of us. She is also concerned with fire safety issues and snow removal procedures. The Natick Human Services department is providing Thanksgiving meal to our residents this year.

William Grogan made a motion seconded by Meg Kiely and it was voted unanimously to adjourn at 7:31p.m.