

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING March 4, 2019

A regular business meeting of the Reading Housing Authority was held on Monday, March 4, 2019 at the office of the Reading Housing Authority, Reading, MA. Chairman, Richard Robbins, called the meeting to order at 5:30 p.m.

Members Present: Richard Robbins, Timothy Kelley, Diane Cohen

Members Absent: Charles Adams, (State Tenant Representative Currently Vacant)

Others Present: Julie M. Johnston, Executive Director

Minutes **Move** **Diane Cohen** **Second** **Timothy Kelley** **Vote** **3-0**

19-054 VOTED: To accept for the record the Minutes of the Regular Business Meeting of February 11, 2019, as presented.

Finances **Move** **Timothy Kelley** **Second** **Diane Cohen** **Vote** **3-0**

19-055 VOTED: To approve the check-roll for February 2019 for Accounts Payable Checks numbered 7689 through 7727, as presented.

Finances **Move** **Timothy Kelley** **Second** **Diane Cohen** **Vote** **3-0**

19-056 VOTED: To approve the Payroll Register for February 2019 as presented.

Finances **Move** **Timothy Kelley** **Second** **Diane Cohen** **Vote** **3-0**

19-057 VOTED: To approve the Section 8 Voucher Program wire transfer for March 2019 in the amount of \$107,878.84, as presented.

Finances **Move** **Timothy Kelley** **Second** **Diane Cohen** **Vote** **3-0**

19-058 VOTED: To certify receipt of FY19 monthly operating statements for all RHA programs for the months ending January 31, 2019.

Contract for Fee Accounting Services **Move** **Diane Cohen** **Second** **Timothy Kelley** **Vote** **3-0**

19-059 VOTED: To authorize the Executive Director to sign the awarded Contract for Fee Accounting Services with Fenton, Ewald & Associates, P.C. Certified Public Accountants of Needham, Massachusetts, as presented.

DHCD 2019 Revised Income Limits for Admission & FMRs for Continued Occupancy

Move **Diane Cohen** **Second** **Timothy Kelley** **Vote** **3-0**

19-060 VOTED: To approve the revised income limits for admission and FMRs for Continued Occupancy effective 03/01/2019 to 07/31/20, as presented in PHN 2019-04, as follows:

Boston Area:	1 person	\$ 56,600;	2 persons	\$ 64,900;	3 persons	\$ 73,000
	4 persons	\$ 81,100;	5 persons	\$ 87,600;	6 persons	\$ 94,100
	7 persons	\$100,600;	8 persons	\$107,100		

Director's Report/Program Updates

Vacancy Report:

Unit	Vacant	Maint. Ready	Leased	# Days Vacant
17-6	01/09/2019			Waiver Approved
17-1	01/31/2019			Waiver Approved
42 Waverly	01/17/2019	02/25/2019		Waiver Approved

Section 8 Housing Choice Voucher Program Update:

March 2019: 101 Vouchers Leased; 5 Ported Out; 1 Vouchers Pending. Total HAP Paid \$102,296.04 +Admin Fees \$5617.80 -Fraud Repayment \$35=\$107,878.84.

Maintenance Work Orders from 07/01/2018 to 02/28/2019:

Total Count: 470 Completed: 455 Incomplete: 15

Personnel: Susan McLaughlin returning to work on March 5th on a limited schedule.

Monthly Reporting Requirements:

HUD Single Audit Report ID: 790411 for FYE 06/30/2018:

Submitted to Federal Audit Clearinghouse (FAC) & Submitted to HUD REAC Financial Assessment Subsystem (FASS-PH)

DHCD: Capital Improvement Plan (CIP) Submitted; Board Attendance Submitted for February 2019 Meeting

Town of Reading and RHA Website: Board Agenda Posted for March 2019 Meeting; Board Approved Minutes posted for January 7, 2019 Meeting

MassNAHRO Events: Board Members were invited to attend the Annual Legislative Day on 03/07/2019 at the State House, and the Annual Conference from 05/19/2019 through 05/22/2019.

Audited Financial Statements FY2018: Auditing firm of Guyder/Hurley completed the Single Audit/Financial Statements for FYE 06/30/2018. The audit notes that the Authority was not in compliance due to failure to submit the 2017 audited financial statements to the Federal Audit Clearinghouse (FAC). However, it is noted in the audit the cause being, "The Authority switched auditors and executive directors between fiscal years 2017 and 2018, and they were not aware of the submission status."

CIP/Exterior Door Replacement & Balcony Repair Project: Architect, Andrew Brockway/AIA, will be submitting 100% construction documents to DHCD for review and approval by end of February.

Board Vacancy: The Appointing Committee has not set a date to meet to appoint Board positions.

Summit Village Condominium at Gazebo Circle: The Board of Trustees proposed two (2) amendments for owners to vote on. The first proposed amendment would change the term of trustees to staggered two-year terms. The second proposed amendment would restrict leasing at Summit Village to fifteen (15) percent of units. There are 132 units of which RHA owns 4. Chair Robbins and Vice-Chair Kelley reviewed the proposals and had no issue with the first proposal to stagger terms. The second proposal was particularly at issue given the potential to prevent RHA from renting its affordable units. A Notice of Objection to Proposed Amendment on behalf of RHA was issued by certified mail return receipt requested and first-class mail to Summit Village Condo Trustees on 02/20/2019.

Old Reading Schoolhouse Condominium: In a letter dated 02/20/2019 regarding Loss Assessment, owners were provided with documentation that may be used for their personal HO-6 insurance coverage to submit to insurance carriers. RHA has no mortgages on its four (4) units. Current condo fees at \$209 per month per unit.

Town of Reading Affordable Housing Trust Fund: Board Members Timothy Kelley and Richard Robbins will plan to reach out to Select Board Members Barry Berman and Andrew Friedmann.

NEXT BOARD MEETING: **April 10, 2019 @ 5:30pm**

19-061 VOTED TO ADJOURN: 6:18 P.M. Move Timothy Kelley Second Diane Cohen Vote 3-0

Respectfully submitted,

Julie M. Johnston

Julie M. Johnston
Secretary/Executive Director