

PLAINFIELD HOUSING AUTHORITY

Minutes- September 14, 2021

Gloria Bergeron called the meeting to order at 7:00 p.m.

Members Present: Gloria Bergeron Chairman
Cheryl Roberts Vice Chairman
June Gagne Secretary

Members Absent: Anthony Luberto Treasurer

Others Present: Executive Director Kathy Carter
Sarah Schoppe Deputy Director

Approval of the minutes

Cheryl Roberts made a motion to accept the minutes of the July 13, 2021 meeting. June Gagne seconded the motion. All were in favor. So voted.

Report of the Management Agent

Occupancy

There is currently one vacancy. Unit #8 (1-bedroom). Applicants are being processed for unit #8.

No reports of any COVID cases have been received thus far in the pandemic.

Gazebo Roof Replacement

The gazebo roof replacement was completed by The Roofing Store. A notice will be sent to all tenants encouraging them to utilize the gazebo.

2022 Management Plan (Budget)

The 2022 budget was reviewed. The budget includes a \$25.00 per unit rent increase. With the rent increase rents are as follows:

0-bedroom	\$350.00
1-bedroom	\$375.00

A motion was made by Cheryl Roberts to approve the 2022 budget as presented. June Gagne seconded the motion. All were in favor. So voted.

Write Off

A \$200.00 write off is needed for unit #32. This unit has a voucher and rent could not be increased as approved in budget because it was within the first year of the lease. A motion was made by Cheryl Roberts to approve the write off. June Gagne seconded the motion. All were in favor. So voted.

Unfinished Business

Laundry Room

Kathy Carter noted that she hopes to work on the laundry room modifications over the winter months. She hopes to have architect plans available for the January meeting.

New Business

2022 Board Meeting Calendar

The proposed 2022 calendar was reviewed. Dates are as follows:

January 11, 2022
(Annual Meeting)

April 12, 2022

July 12, 2022

September 13, 2022

January 10, 2023

Cheryl Roberts made a motion to approve the 2022 calendar as presented and to cancel the November 9, 2021 meeting. June Gagne seconded the motion. All were in favor. So voted.

Adjournment

There being no further business June Gagne made a motion to adjourn the meeting at 7:35 p.m. Cheryl Roberts seconded the motion. All were in favor. So voted.

Respectfully submitted,



Sarah Schoppe
Deputy Director