

MINUTES OF THE MEETING  
OF THE  
LUDLOW HOUSING AUTHORITY  
September 19, 2018

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2018 OCT -5 A 10:18  
TOWN OF LUDLOW

REGULAR MEETING  
AT THE COLONIAL SUNSHINE MANOR COMMUNITY ROOM,  
LOCATED AT 114 WILSON STREET, LUDLOW, MASSACHUSETTS

The meeting was called to order by Chairperson David Sepanek at 3:00 pm

1. Upon roll call those present were as follows:

Present: David Sepanek Susan Stanek Patricia Holley Chester Giza

The secretary posted the Notice of Meeting at the Town's Clerk office on Sept. 14, 2018, at 9:46 a.m.

Also, in attendance: Secretary Robin Carvide

Tenant: L. Barsalou, P. Charbonneau, Terry Nunes (Wilson Street)

2. Acceptance of the minutes from August 14, 2018

Upon a motion by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to accept the August 14, 2018, minutes as written. All in favor

3. Payment of Bills:

Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to pay bills. Detailed Warrant Report attached for balance of August and September 2018 Checks number 19558 to 19590 for a total of \$39,310.67. All in favor

4. Financial Report:

- A. July Report: 56.9% reserve and net operating income 59,748 for 10 months into FYE  
August Report: 58.0% reserve and net operating income 52,148 for 11 months into FYE
- B. Quarter end reports and Quarter end Modernization Reports filed.

Tenant at 101B Wilson Street abandoned apartment and left owing 1,118.16. No forwarding address and attempts to find person have failed.

Upon a motion by Patricia Holley, which was seconded by Susan Stanek it was unanimously voted to write-off 1,118.16 as bad debt. All in favor

Upon a motion by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to accept the Financial Report. All in favor

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## 5. Modernization Report:

A. Off-Line Houses: FISH # 161075 See new Business

B. Windows: 161089: 23 &amp; 25 Butler Street: Complete

Upon a motion made by Susan Stanek, which was seconded by Patricia Holley it was unanimously voted to approve the Certificate of Substantial Completion for FISH # 161089.

All in favor

Upon a motion made Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to approve the Certificate of Final Completion for FISH # 161089. All in favor

Upon a motion by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to pay BuildEx Construction for Completed FISH # 16108 All in favor

C. FISH # 161091: Wilson Replacement Doors: Final stages before construction

## 6. Reading of the Correspondence:

Public Housing Notice 2018-16 & 2018-17 were reads and acknowledged

## 7. Old Business:

A. Board Members on-line training (2) not completed

B. Up-Dating By-Laws: Susan Stanek working on items for next month

C. Review Employee Personnel Policies and Progressive Discipline.

## 8. New Business:

Sealed Bids from Realtors were opened.

Only one received from Mike Parker @ Coldwell Banker. Bid reviewed, in order & complete.

Upon a motion made by Susan Stanek, which was seconded by Chester Giza, it was unanimously voted to accept the proposal sent in from Mike Parker @ Coldwell Banker for the sale of off-line properties and to represent in any purchases of units. All in favor

## 9. Motion to adjourn:

Motion to adjourn made by Patricia Holley, which was seconded by Susan Stanek.

Chairperson David Sepanek adjourned the meeting at 4:10 pm.

The next Board of Commissioner's meeting will be held on October 17, 2018 at 3:00 pm

Attest: Secretary Robin Carvide