

**WINDSOR LOCKS HOUSING AUTHORITY  
SOUTHWEST BOARD ROOM  
120 SOUTHWEST AVENUE  
WINDSOR LOCKS, CT 06096**

**REGULAR MEETING MINUTES  
MONDAY, AUGUST 26, 2024**

**MEMBERS PRESENT:** Steve Bushnik, Pat Sidervage, Giselle Rivera-Susaya

**MEMBERS ABSENT:** Linda Zettlemoyer & Ann Marie Claffey

**ALSO PRESENT:** Maria DeMarco (President, DeMarco Management Group),  
Darlene West (Director of Housing)

**CALL TO ORDER:** Steve Bushnik called the meeting to order at 5:08 PM at the Windsor Locks Housing Authority, Southwest Board Room.

**PUBLIC COMMENT:**

*Theresa Currier, S31* – Asked about mowing and noted that the area near her apartment was not mowed in entirety. Raised concerns about an air conditioner that was left in a family member's unit that is now leaking inside and creating damage to the floor. Asked about the washing machines being replaced.

Darlene West responded that she would investigate both items. Maria DeMarco noted that the washing machines are being updated.

*Gayle Germon, M4* – Asked for clarification on what topics should come to the board meeting versus the office.

Maria DeMarco clarified that big picture items that affect everyone at the property are what should be brought to attention. If there are unit related issues, bring them to the attention of the office staff. If you feel that they are not being handled properly, then notify Maria DeMarco or Darlene West.

*Giselle Rivera-Susaya arrived at 5:16 PM.*

**ADOPTION OF MINUTES:** Pat Sidervage made a motion to “**approve the June 24, 2024, meeting minutes**”. Motion was seconded by Giselle Rivera-Susaya. Without further discussion the motion passed with 3 in favor and 0 opposed.

**CORRESPONDENCE:** None

**ACCOUNTS PAYABLE:** Maria DeMarco noted that in August, the July report would normally be given. Hailey Vetro was hired as the new accountant. She will be closing out the fiscal year and will have reports prepared for future meetings.

**EXECUTIVE REPORT:** Darlene West shared that a new executive report form was developed that will share work orders, occupancies, Make Ready Units, legal issues, financial issues and other property information. The report will go live in September. This report will be shared with board members each month. The report is attached.

Darlene West introduced a Lockout Policy to board members. She shared that there have been issues with tenants being locked out and requiring them to be let in during all hours of the day and night.

Darlene West introduced to the board an updated no-smoking policy for tenants. It was noted that there have been issues with tenants smoking in their units and within 25 feet of the property. If tenants do not abide by the policy, the authority will move toward eviction.

Finally, Darlene West shared a copy of the Tenant Handbook for board members to review. Once approved, the handbook will be distributed to all tenants and prospective tenants.

Maria DeMarco noted that unit inspections will be completed soon. There was a recent pest inspection which not everyone complied with so notice will be given that they are required to, or else they fall liable for the issues that may present.

**CHAIRMAN'S REPORT:** No update given.

**TENANT COMMISSIONER REPORT:** Pat Sidervage shared that there was an ice cream social within the last week by a tenant. It was reported that everyone had a great time! Maria DeMarco asked that pictures of any events be shared for future newsletters.

Pat Sidervage shared concerns that tenants had brought to her attention. Maria DeMarco reminded tenants that if there are safety concerns, tenants need to call the police first, then bring it to the attention of the WLHA office.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- a. **Introduction of New Property Manager:** Darlene West was introduced as the new property manager. Steve Bushnik asked that notification be sent out to the tenants.
- b. **2024/2025 Budget Approval:** It was noted that the budget was approved at the April 29, 2024, meeting and no further action was required.
- c. **Policy Updates:** Policy updates were shared during the Management Report. The lockout policy was further discussed.

Giselle Rivera-Susaya made a motion to “**approve the Lockout Policy, effective August 2024**”. Motion was seconded by Pat Sidervage. Without further discussion the motion passed with 3 in favor and 0 opposed.

- d. **Air Conditioning Project:** Maria DeMarco shared that she spoke with Jane Garibay, State Representative about finding funding for air conditioning in the community room.
- e. **Carpet Updates at Chestnut & Grove Properties:** Maria DeMarco shared that with HUD Funding, there will be updates made to the Chestnut & Grove Properties. Samples of paint and flooring were shared for updates to the hallways.

**PUBLIC COMMENT:**

*Arlene Godin, S27* – Asked who owned the property. Also, asked about the lighting in the units and if the lighting can be improved.

Maria DeMarco responded that the Housing Authority owns the buildings and receives some state funding. Darlene West noted that she is working with Eversource to determine if LEDs would be possible at a discounted rate.

*Theresa Currier, S31* – Asked for clarification on what is being inspected.

Maria DeMarco notified that they are looking for public safety and health issues.

*Anne Marie Zubina, 9N* – Asked about the dumpsters being abused by non-residents and posting safety reminders for speeding in the parking lot.

Maria DeMarco said she'd investigate the purchasing of signs reminding of speeding and will investigate if cameras are possible.

**ITEMS FOR FUTURE AGENDA:** Darlene West noted that new policies may be introduced at the next meeting. Board Member training and determining if the positions of the board members (President, Vice President, etc.) needs to be voted upon.

**ADJOURNMENT:** At 5:53 PM, Giselle Rivera-Susaya made a motion “**to adjourn**”. Motion was seconded by Pat Sidervage. Without further discussion the motion passed with 3 in favor and 0 opposed.

Respectively Submitted,

Emily Kalenauskas  
Recording Secretary



## Windsor Locks Housing Authority Monthly Report Administrative Report: Year August 2024

**General Activity:** DeMarco Management Company continues to work towards bringing the Housing Authority's policies, guidelines, and financial reports into compliance with HUD and other governmental agencies. DeMarco is also working on tenant compliance to improve the property's physical and financial stability.

### Work Order by Priority from 01/01/2024

Priority	Count	Incomplete	Complete	Total Days	Avg. Days
Emergency					
Urgent					
Routine					
Preventive					
Inspection					
UPCS					
Contract					
Total					

Occupancy	Southwest ( 40 units)	Chestnut Hill( 16 units)	Oak Grove (60 units)
Vacancy	1	0	3
Abandoned/Condemned	0	0	0
Transfers	0	0	0
Pending Applications/Lease-ups	1		1
Move in scheduled	9-01-2024		

Notice/Intent to vacate			
Voucher Update (new issues)			
Waiting list			
Occupancy rate			
<b>MAKE READY UNITS</b>	1		3
Unit status Renovations	completed		
Full Turn			
Ready to Lease	1		2

**Legal:**

At this moment, there are 2 files sent to legal for eviction.

**Finance:**

**Delinquency/outstanding Report:**

	Southwest	Chestnut	Grove
Rent & Other			

**Property info:**

- Tenants that have unauthorized/unapproved residents are being identified and face eviction.
- Looking into additional charges for damaged units, for issues that have a budgetary impact on the property. (ex. Running water from faucets, toilets, etc., cracked, or broken windows, doors).

**Safety Complex Activity on site:** Parking issues, unauthorized, abandoned cars and cars in disrepair. Tenant safety (individuals) Unauthorized residents.

Submitted August 2024