

**Beacon Residential Management LP
Management Report for Branford Housing Authority
Parkside Village I and II
November & December 2020**

<p>COVID-19</p>	<p>Safety protocols remain a high priority. Office staff and residents are required to wear masks and a supply of PPE is maintained at both management offices. The Maintenance Team continues to disinfect and sanitize all common areas on a daily basis. Lastly, residents have been strongly urged to notify management if they contract COVID-19 so we can take appropriate measures to mitigate potential transmission. We are not aware of any positive test results for COVID-19.</p>																																								
<p>Office Administration</p>	<p>ERAP Payment: received check (payment 1 of 2) from DOH on 11/20/2020</p> <p>RSC Grant: The RSC Payment Requisition was submitted to DOH on 10/1. We are still waiting for payment. Follow-up emails sent to DOH regarding payment status.</p> <p>Rent Balance Notices: sent to residents on 11/13</p> <p>The Tenant Commissioner election was held on 11/30/2020. The election was monitored and certified by The League of Women Voters. Evelyn (Paula) Humphrey won the Tenant Commissioner seat and all residents were notified of the results on 12/1/2020.</p>																																								
<p>Leasing</p>	<table border="1"> <thead> <tr> <th colspan="4">November / December Occupancy Summary</th> </tr> <tr> <th colspan="4">As of: 12/31/2020</th> </tr> <tr> <th></th> <th>PS I</th> <th>PS II</th> <th>PS I & II Combined</th> </tr> </thead> <tbody> <tr> <td>% Occupied</td> <td>74.00%</td> <td>97.50%</td> <td>85.75%</td> </tr> <tr> <td>% Leased</td> <td>74.00%</td> <td>97.50%</td> <td>85.75%</td> </tr> <tr> <td># of Vacants</td> <td>13</td> <td>1</td> <td>14</td> </tr> <tr> <td>Monthly Move-ins for: 11/1/20 - 12/31/20:</td> <td>1</td> <td>3</td> <td>4</td> </tr> <tr> <td>Leasing Plan for January</td> <td>2-3 move-ins by 1/31/2020</td> <td>Final vacancy to be occupied by 1/31/2020</td> <td></td> </tr> <tr> <td>On Notice</td> <td>0</td> <td>1</td> <td></td> </tr> <tr> <td>Other Leasing Notes</td> <td colspan="3">Waitlist Update in Process</td> </tr> </tbody> </table>	November / December Occupancy Summary				As of: 12/31/2020					PS I	PS II	PS I & II Combined	% Occupied	74.00%	97.50%	85.75%	% Leased	74.00%	97.50%	85.75%	# of Vacants	13	1	14	Monthly Move-ins for: 11/1/20 - 12/31/20:	1	3	4	Leasing Plan for January	2-3 move-ins by 1/31/2020	Final vacancy to be occupied by 1/31/2020		On Notice	0	1		Other Leasing Notes	Waitlist Update in Process		
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<p>Community Engagement/Resident Services</p>	<p><u>Holiday Wish List</u>: RSC asked all residents to provide a Holiday wish list consisting of 5 items they would like to receive. She has partnered with local agencies that will donate gifts based on the resident's wish list.</p> <p><u>Secret Santa Resident Engagement Event</u>: RSC coordinated a Secret Santa event for residents to participate in. The gift minimum is just \$5 and provides them with an opportunity to enjoy the holiday on a community based level in a safe and healthy manner.</p> <p><u>Visits from Santa and his Elves</u>: the Management/Maintenance Team is planning to dress up as holiday characters and deliver gifts to all residents - another great idea from the RSC. She was able to get a surplus of gifts from her network of social service connections.</p> <p><u>Anthem Seminar</u>: outdoor presentation for residents held on 11/11/20</p> <p><u>Food Delivery</u>: next delivery scheduled for 12/11/20</p> <p><u>Flu Clinic</u>: RSC coordinated appointments for residents to get flu shots at the East Shore Health Department (11/16/20 & 11/30/20)</p> <p><u>File for Life Magnet</u>: RSC is working with residents to ensure they have up-to-date medical information on their Life Magnets. These are used by paramedics should life saving efforts become necessary.</p>																																								
<p>Maintenance</p>	<p>The new Maintenance Technician (Joe) is off to a great start.</p> <p>Maintenance team is working on finalizing turnovers for the apartments with upcoming move-ins (listed above).</p> <p>Lifts at PS I: service has been restored to the lift at building C. The other 3 lifts are pending repair work. The Accounting Dept. is working on cutting a check for the required contractor deposit this week. Once the deposit is paid, the repair work will be scheduled.</p>																																								
<p>Development</p>	<p>General Information Notices (GIN) were distributed to all households during November. This packet was created by the Development Dept. and provides information regarding the planned renovation of Parkside I.</p>																																								