

Branford Housing Authority  
Management Report - May 6, 2020

1. Handi Lift Heating: No update
2. Handi Lift Repairs: Building C, PK1 and Building A, Pk2 are operating now. We are expecting a quote for changing the outdoor call switches on each lift. A test door closer was installed on PK1, Upper C Lift and it was successful. The same closer will be installed on the remaining doors. The lift doors are very sensitive and if not closed tight the lift will not operate.
3. We were contacted by the senior center about flower donations made from local nurseries, Vauiso and Van Wilgens. Sadly, the first batch received was stolen from the property before they could be planted. They allowed our staff to pick up more at a designated location. Pansies containers were offered to all of the tenants to help brighten their spirits. The other plants were planted on site by staff and volunteers.
4. The Tenant Recertification due date was extended for individuals that required extra time to gather their documents. The recertifications determine the tenant rent starting July 1, 2020. Tenants will receive notice of the new or same rent with the air conditioner fee due for the summer season on June 1<sup>st</sup>.
5. Management provided a draft scope of work to fit up the vacant units to go out to bid this month. As of May 31<sup>st</sup> there will be 13 Vacant units at Parkside One and 6 at Parkside Two.  
One tenant passed away, not from Covid19, one purchased a condominium , two moved to a larger apartment unit elsewhere. Starting next meeting after processing applicants for a July 1 move in we will be able to provide the Board with a marketing report which will indicate how the applicants found BHA to apply and other data information that we also must provide CHFA annually.
6. Management attended a meeting with the Chairwoman, T. Lowe along with two supportive agencies in town. The discussion was based on how Branford Housing Authority and the supportive agencies can continue to meet the housing needs of their clients. There was also discussion on how can BHA address current or future challenges that the Agencies clients may be experiencing at Parkside Village.
7. Management has continued the COVID -19 suggested measures to sanitize the common areas touched in the facility on a daily basis. The community rooms will continue to be closed until further notice. The tenants enter the rooms to collect their mail and do essential laundry. The Board of Health Nurse checked in with Management to insure that the residents were following the guidelines of social distancing and not having gatherings in the community room. She was assured that the tenants have been wonderful and cooperating with this pandemic the best way they can. Numerous agencies and volunteers have donated masks, gloves and meals for the residents that we are so grateful for. Once this is over it would be nice to offer a luncheon or coffee and to show our appreciation for the thoughtfulness of the community.
8. Management will be providing the board with lease violations for their review and direction on two tenants this month.
9. All large items in the garbage bin area and surrounding wooded areas within the property line were disposed of.
10. The community room bathrooms at PK1 were repainted.
11. Maintenance Work orders have continued to be addressed with great care for the safety of staff and tenants alike.
12. The 90 Minute Emergency light test was conducted at Parkside Village One and Two by the contractor. The report, when available will be forwarded to the Fire Department at their request. This closes out the BHA annual fire inspection. The individual tenant fire violations will be reinspected upon notice of the fire department once the COVID 19 restrictions are lifted.