

## MINUTES

COPY RECEIVED  
DATE: 11/3/2026  
TIME: 2:00 PM  
TOWN CLERK'S OFFICE

### 1014th Meeting

The 1014th a Regular Meeting of the Seymour Housing Authority was held Wednesday, October 7, 2020 via Tele-conferencing pursuant to Governor Ned Lamont's Executive Order 7B, Suspension of In-Person Open Meeting Requirements, Sections 1-206, 1-225 and 1-226. Participants who joined the meeting dialed 1-234-203-2766 and used access code 688 659 851. The meeting was called the order at 5:31 PM by Chairperson White.

### ROLL CALL

Answering the Roll Call Commissioners Bellucci, Ortiz and White.

Also present was Secretary and Executive Director David Keyser and Attorney Gregory Stamos

### PUBLIC COMMENT

None

### PREVIOUS MEETING MINUTES

Chairperson White introduced the previous meetings minutes of the 1013th Regular Meeting held on Wednesday, September 9, 2020.

Commissioner Bellucci motioned to accept the minutes of the 1013<sup>th</sup> regular meeting held on Wednesday; September 9, 2020 as presented. Commissioner Ortiz seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Ortiz and White. Chairperson White declared the motion carried.

### BILLS & COMMUNICATIONS

Commissioner White introduced the bills (See exhibit I).

After consideration and review and questions relative the Bills Listing Commissioner Bellucci motioned to approve the bills as presented and to authorize payment of the bills. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Ortiz and White. Chairperson White declared the motion carried and the Bills approved for payment.

### EXECUTIVE DIRECTOR'S REPORT

See Exhibit II

The Executive Director informed the Commission that the Food Service Contract with Glendale has been executed and they are ready to assume responsibility for Smithfield Food Service on November 1, 2020.

### OLD BUSINESS

Commissioner Bellucci asked for an update on a tenant Stipend for cleaning the Community Room for small events. The Executive Director stated that payment would be made shortly.

# MINUTES

## NEW BUSINESS

Chairperson White introduced the State of Connecticut Phase III and Opening of Smithfield Gardens Assisted Living.

The Executive Director stated that this past weekend, Governor Lamont announced a Phase III Opening of establishments including Assisted Living and Nursing Home Facilities to indoor family visits. He stated that Donna DeSantis and Masonicare had implemented a procedure to safely allow family visits to occur in Tenant's apartments. Included in the procedure was specific guidelines that visitors must be screened at arrival and that all visitors must wear masks in all common areas while in the building. He further stated that visitors have not been following the rules and staff has been finding visitors walling the hallways and using the common areas without wearing masks. He made a point that Management wishes to be more conservative than the State's Phase III plan. He stated that Management wants to return to Phase II and not allow in home visits. He added that the building has been Covid free as a result of taking precautions and opening in this manner will permit the opportunity of the virus being spread here at Smithfield.

Discussion followed and Attorney Stamos informed the Commission that there are two State of CT Legislators that are suing the State over the mask mandate. He concluded that the Courts will probably rule on the side of public safety. The Executive Director stated that Attorney Stamos has opined that the Seymour Housing Authority would be able to act more conservatively than the State of Connecticut regarding Phase III opening.

The Board of Commissioners generally consented that the Seymour Housing Authority should take precaution to ensure the safety of the frail elderly at Smithfield Gardens Assisted Living.

## ANY OTHER BUSINESS PERTAINING TO THE BOARD

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Commissioner Bellucci stated that there are a number of Callahan House residents and visitors seen in common spaces not wearing masks. He asked if Management could send a reminder about the building rules about wearing masks in the common areas. The Executive Director stated that Management will continue to communicate and educate people about wearing masks in the common areas.

The Executive Director stated that he has retained Donald W. Smith, Jr., PE Consulting Engineer to prepare bid specifications for the purpose of bidding for a cleaning company to provide monthly Covid19 sanitation for Callahan House and Ray House. He stated that this would effectively spend the Cares act money received from HUD.

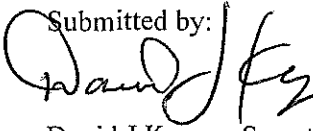
## ADJOURNMENT

Chairperson White asked for a motion to adjourn the 1014th meeting of the Seymour Housing Authority. At 5:57 PM Commissioner Bellucci motioned to adjourn the 1014th meeting of the Seymour Housing Authority. Commissioner Ortiz seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting Aye. Voting Aye were

## MINUTES

Commissioners Bellucci, Ortiz and White. Chairperson White declared the motion carried and the 1014th meeting adjourned.

Submitted by:

A handwritten signature in black ink, appearing to read "David J. Keyser". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right across the page.

David J Keyser, Secretary and

Executive Director

*minutes  
Exhibit I*

**Seymour Housing Authority  
Vendor Accounting Cash Payment/Receipt Register  
Revolving Fund**

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: September 2020, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000

*Posted Payments*

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
19	09/10/2020	No	DD	SHA PAYROLL	Payroll #19	No	\$28,106.77
20	09/22/2020	No	DD	SHA PAYROLL	Payroll #20	No	\$28,575.13
11935	09/01/2020	No	CHK	Management Computer Services I	Monthly Support Fee	No	\$1,159.50
11936	09/03/2020	No	CHK	Aflac Attn: Remittance Processing	Policy DHF89 August 2020	No	\$301.44
11937	09/03/2020	No	CHK	Anthem Blue Cross Blue Shield	Premium 10/01/2020 - 11/01/2020	No	\$481.28
11938	09/03/2020	No	CHK	Pitney Bowes Global Financial Se	0011114462 leased equipment 6/30/	No	\$151.44
11939	09/03/2020	No	CHK	Sprague Operating Resources LL	Act# 72003843	No	\$5,707.95
11940	09/03/2020	No	CHK	St. Treasurer For Merfund	MERF 08-2020	No	\$8,597.28
11941	09/03/2020	No	CHK	VSP	September 2020 billing 30 019995	No	\$59.00
11942	09/10/2020	No	CHK	Charles Payne Jr	C - R&R belt with new, realign pillow	No	\$3,595.50
11943	09/10/2020	No	CHK	Aquarion Water Company	Act# 200086455	No	\$133.62
11944	09/10/2020	No	CHK	Aquarion Water Company	Act# 200086434	No	\$627.95
11945	09/10/2020	No	CHK	Aquarion Water Company	Act# 200086455	No	\$147.44
11946	09/10/2020	No	CHK	Aquarion Water Company	Act# 200086443	No	\$133.62
11947	09/10/2020	No	CHK	Aquarion Water Company	Act# 200086423	No	\$1,369.50
11948	09/10/2020	No	CHK	Aquarion Water Company	Act# 200086443	No	\$147.44
11949	09/10/2020	No	CHK	Aquarion Water Company	Act# 200086423	No	\$1,551.97
11950	09/10/2020	No	CHK	Aquarion Water Company	Act# 200264765 - 11 Chamberlain	No	\$28.70
11951	09/10/2020	No	CHK	Aquarion Water Company	Act# 200317915 - 28 Chamberlain	No	\$23.95
11952	09/10/2020	No	CHK	Advance Communications Inc	Message Service 8/19 - 9/15/2020	No	\$199.53
11953	09/10/2020	No	CHK	AT&T Mobility	Act# 287298255320	No	\$42.99
11954	09/10/2020	No	CHK	Bloxam Enterprises, LLC	Steam clean carpet in 3E and 1N	No	\$180.00
11955	09/10/2020	No	CHK	Builders Hardware	3 GM keys	No	\$45.00
11956	09/10/2020	No	CHK	Cintas	Uniform cleanings	No	\$58.06
11957	09/10/2020	No	CHK	Comcast	Act# 8773 40 216 0069528	No	\$193.35
11958	09/10/2020	No	CHK	Comcast	Act# 8773 40 216 0174468	No	\$88.40
11959	09/10/2020	No	CHK	Comcast	Act# 8773 40 216 0256349	No	\$149.52
11960	09/10/2020	No	CHK	Connecticut Business Systems LL	Lease payment 07/21 - 08/20	No	\$478.50
11961	09/10/2020	No	CHK	Elizabeth Holly	Monthly cleaning at Callahan and cl	No	\$733.00
11962	09/10/2020	No	CHK	Eversource	Act# 5775 048 0048	No	\$1,683.32
11963	09/10/2020	No	CHK	Eversource	Act# 5147 148 3099	No	\$421.62
11964	09/10/2020	No	CHK	Experian	July 2020 - TCTA-6906070	No	\$102.00
11965	09/10/2020	No	CHK	Friends Of Fur LLC	Spray bees nest at 4 & 6 brothers	No	\$475.00
11966	09/10/2020	No	CHK	Hallock's	3 air conditioners	No	\$1,485.00
11967	09/10/2020	No	CHK	HD Supply	Trash bags and face masks	No	\$444.64
11968	09/10/2020	No	CHK	Home Depot Credit Services	plumbing supplies	No	\$19.31
11969	09/10/2020	No	CHK	Network Synergy Systems Integra	Agreement NSC Service Agreement	No	\$288.00
11970	09/10/2020	No	CHK	Nurse's Touch Cleaning Service L	SHA office and bathroom cleanings	No	\$1,060.00
11971	09/10/2020	No	CHK	Oxford Lumber & Building Materia	Dryer vent kit	No	\$22.79
11972	09/10/2020	No	CHK	Sprague Operating Resources LL	Act# 72003843	No	\$5,511.15
11973	09/10/2020	No	CHK	Sprint	Cell Phone July 07 - Aug 06, 2020	No	\$369.72
11974	09/10/2020	No	CHK	WB Mason	Wipes, purell, hand, 6 can	No	\$187.98
11975	09/10/2020	No	CHK	WEX BANK	Fuel Purchases	No	\$712.29
11976	09/10/2020	No	CHK	American Express	Account ending 6-36005	No	\$1,912.21
11977	09/24/2020	No	CHK	WB Mason	Electric dispenser	No	\$2,174.94
11978	09/29/2020	No	CHK	AmTrust North America	Workers Compensation Policy WWC	No	\$2,454.00
11979	09/29/2020	No	CHK	Brian Lavigne	Bought usb adapter for dylos machin	No	\$9.14

*Exhibit I*  
Seymour Housing Authority

**Vendor Accounting Cash Payment/Receipt Register**  
**Revolving Fund**

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: September 2020, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

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*Posted Payments*

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
11980	09/29/2020	No	CHK	Harvard Pilgrim Health Care	Harvard Health Insurance bill period	No	\$5,099.42
11981	09/29/2020	No	CHK	Lincoln National Life Insurance C	Premium 10/01/2020 - 10/31/2020	No	\$388.08
11982	09/29/2020	No	CHK	St. Treasurer For Merfund	MERF 09-2020	No	\$8,487.45

**Moderate Rental**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: September 2020, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1111.2

*Posted Payments*

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
40217	09/01/2020	No	CHK	Seymour Housing Authority	MR Pays Rent To SGAL	No	\$1,741.67
40218	09/03/2020	No	CHK	Connecticut Housing Finance Aut	Loan 96089D Payment SHA Hoffma	No	\$446.99
40219	09/03/2020	No	CHK	Seymour Housing Authority	AP MR 09/1 3 /2020 reimbursement	No	\$2,490.23
40220	09/04/2020	No	CHK	Treasurer - Town of Seymour	MR 2019 Pilot Chamberlin Rd & Sey	No	\$54,732.22
40221	09/10/2020	No	CHK	Seymour Housing Authority	AP MR 09/10 /2020 reimbursement	No	\$4,033.07
40222	09/15/2020	No	CHK	Housing Authority Risk Retention	Commercial Liability HARRG-794-20	No	\$5,399.00
40223	09/15/2020	No	CHK	Housing Insurance Services Inc.	Commercial Property HAPI-794-202	No	\$16,910.00
40224	09/23/2020	No	CHK	Seymour Housing Authority	MR Fund Payroll # 19 20	No	\$12,560.74

**Federal**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: September 2020, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 424-0200579, GL Account: 1111.4

*Posted Payments*

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
20264	09/01/2020	No	CHK	Callahan House Tenants Associat	Monthly Association fee	No	\$25.00
20265	09/01/2020	No	CHK	Norman Ray Tenant Association	Monthly Association fee	No	\$25.00
20266	09/01/2020	No	CHK	Seymour Housing Authority	Federal pays rent which is split by th	No	\$2,612.50
20267	09/03/2020	No	CHK	Seymour Housing Authority	AP Federal 09 /1, 3 /2020 reimburse	No	\$6,116.00
20269	09/10/2020	No	CHK	Seymour Housing Authority	AP Federal 09 /10 /2020 reimburse	No	\$14,392.04
20270	09/10/2020	No	CHK	Charles Payne Jr	C - Remove cabinet and counter. Su	No	\$875.00
20271	09/15/2020	No	CHK	Housing Authority Risk Retention	Commercial Liability HARRG-794-20	No	\$6,820.00
20272	09/15/2020	No	CHK	Housing Insurance Services Inc.	Commercial Property HAPI-794-201	No	\$9,324.00
20273	09/21/2020	No	CHK	Treasurer - Town of Seymour	Federal Callahan 2019 Pilot	No	\$21,130.15
20274	09/21/2020	No	CHK	Treasurer - Town of Seymour	Federal RAY 2019 Pilot	No	\$10,532.76
20275	09/23/2020	No	CHK	Seymour Housing Authority	Federal Fund Payroll # 19 20	No	\$16,738.96
20276	09/28/2020	No	CHK	Seymour Housing Authority	CT26P035501-18 1480 Vouch 9752	No	\$10,403.00
20277	09/28/2020	No	CHK	Seymour Housing Authority	CT26P035501-19 1480 Vouch 9752	No	\$5,122.20

*minutes*  
**Exhibit I**  
**Capital Fund**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: September 2020, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Liberty, Bank Account: 6577206022, GL Account: 1111.CFP.5501.19

*Posted Payments*

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
102	09/29/2020	No	CHK	West State Mechanical, Inc	Periodic Estimate 4 Cooling Tower	No	\$5,122.20

Bank: Liberty, Bank Account: 6577206014, GL Account: 1111.CFP.5501.18

*Posted Payments*

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
104	09/29/2020	No	CHK	Siemens Industry Inc	Ray House Smoke Detectors	No	\$8,484.00
105	09/29/2020	No	CHK	West State Mechanical, Inc	Periodic Estimate 5 Cooling Tower	No	\$1,919.00

**Smithfield Gardens**

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: September 2020, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 4318164011, GL Account: 1120.1

*Posted Payments*

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
90888	09/01/2020	No	CHK	Eversource	ACT 51-08323-4013	No	\$990.00
90889	09/01/2020	No	CHK	Seymour Housing Authority	Payment to Revolving Fund from S	No	\$3,041.00
90890	09/01/2020	No	CHK	Seymour Housing Authority	SGAL pays To Federal Management	No	\$4,965.00
90891	09/03/2020	No	CHK	Seymour Housing Authority	AP SGAL 09/1 3 /2020 reimbursem	No	\$7,851.66
90892	09/10/2020	No	CHK	Seymour Housing Authority	AP SGAL 09/10 /2020 reimburseme	No	\$4,285.75
90893	09/10/2020	No	CHK	Aquarion Water Company Of CT	Act# 200204656	No	\$133.62
90894	09/10/2020	No	CHK	Aquarion Water Company Of CT	Act# 200204664	No	\$689.73
90895	09/10/2020	No	CHK	Aquarion Water Company Of CT	Act# 200204656	No	\$147.44
90896	09/10/2020	No	CHK	Bender Plumbing Supplies Inc.	WHT Ultraflush flushmate	No	\$399.00
90897	09/10/2020	No	CHK	comcast	Act# 8773 40 216 0196370	No	\$15.72
90898	09/10/2020	No	CHK	Comcast	Act# 8773 40 216 0069510	No	\$1,037.82
90899	09/10/2020	No	CHK	Eversource	Act# 5747 654 0034	No	\$2,011.86
90900	09/10/2020	No	CHK	Eversource	Act# 51083234013	No	\$4,564.44
90901	09/10/2020	No	CHK	Eversource	Act# 5766 997 0055	No	\$84.85
90902	09/10/2020	No	CHK	Frontier	Act# 203-888-5093-092806-5	No	\$413.25
90903	09/10/2020	No	CHK	Grassy Turtle LLC	Lawn Maintenance Agreement SGA	No	\$1,013.00
90904	09/10/2020	No	CHK	Home Depot Credit Services	Plumbing supplies	No	\$56.90
90905	09/10/2020	No	CHK	Life Source, Inc.	Annual Fire Alarm Monitoring Servic	No	\$420.00
90906	09/10/2020	No	CHK	Nurse's Touch Cleaning Service L	SGAL locker room/bathroom cleanin	No	\$200.00
90907	09/10/2020	No	CHK	Oak Ridge Hauling, LLC	August Monthly Service	No	\$564.30
90910	09/23/2020	No	CHK	Seymour Housing Authority	SGAL Fund Payroll # 19 20	No	\$27,382.20
90911	09/24/2020	No	CHK	WB Mason	Laundry detergent and office supplie	No	\$607.31

Minutes

Exhibit II

OCTOBER 2020

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HOUSING AUTHORITY OF THE TOWN OF  
SEYMOUR

Executive Director's Report

# Occupancy

REV. CALLAHAN HOUSE                      2020 YEAR TO DATE VACANCIES 8

Callahan House one move out and one Move out during September, 2020. Callahan House has experienced 150 days vacant since January 1, 2020 and has averaged 18.75 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 80 units X 365 days = 29,200 days available; 150 days/29200 days available = 0.5137% percentage through September 30, 2020.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating subsidy Calculation. HUD is allowing 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 mos. =960 unit months available (UMA). 960\*3%= 29 UMA or 348 days. For the 2021 FYE Budget we have used 25 days and have 323 days remaining to use. For 2020 FYE Budget we used 151 days have 197 days remaining to use. For 2019 FYE Budget we have used 177 vacancy days and have a balance of 171 vacancy days to use. In 2017 we used 203 vacancy days and in 2018 we used 329 vacancy days.

Callahan House                      Vacancy/Turnover Days                      2020

Unit	Prior Resident	Move Out	New Resident	Move In Date	No. of Days
4Q	Brown	02/03/2020	Cashin	3/27/2020	53
4B	Cashin	03/27/2020	Cocker	4/3/2020	7
3W	Klimczak	03/31/2020	Curcio	05/01/2020	31
4T	Cocker	04/03/2020	Soupkup	05/01/2020	28
4E	Hubert	07/10/2020	Faircloth	07/16/2020	6
3E	Faircloth	07/15/2020	Falcioni	08/07/2020	23
1N	Crosby	08/31/2020	Kennen	09/01/2020	1
1J	Cruz	09/30/2020	Vacant		1

Average number of vacancy days per vacancy                      18.75



NORMAN RAY HOUSE 2020 YEAR TO DATE VACANCIES 4

Norman Ray House remained fully occupied during September 2020. Norman Ray House has experienced 97 days vacant since January 1, 2020 and has averaged 24.25 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 40 units X 365 days = 14,600 days available; 97 days/14,600 days available = 0.6644% percentage through September 30, 2020.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating subsidy Calculation. HUD is allowing 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 mos. =480 unit months available (UMA). 480\*3%= 14.4 UMA or 168 days. We have used no vacancy days for the FYE 2021 Budget year and have 168 vacancy days remaining. For the 2020 budget we have used 133 days and have 35 days remaining to use. For 2019 FYE Budget we have used 240 vacancy days and have exceeded UMA by 72 days. In 2017 we used 39 vacancy days and in 2018 we used 164 vacancy days.

Norman Ray House Vacancy/Turnover Days 2020

Unit	Prior Resident	Move Out	New Resident	Move In Date	No. of Days
12	Davis	12/31/2019	Grim	01/14/2020	14
22	Hyman	02/29/2020	West	4/6/2020	37
19	West	04/06/2020	Wilson	5/7/2020	31
17	Minto	06/01/2020	Malony	06/16/2020	15

Average number of vacancy days per vacancy 24.25

The Moderate Rental program experienced two move outs during September 2020. The Moderate Rental Program has experienced 168 days vacant since January 1, 2020 and has averaged 28 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 81 units X 365 days = 29,565 days available; 168days/29,565 days available = 0.5683% percentage through September 30, 2020.

Moderate Rental                      Vacancy/Turnover Days                      2020

Base Rent	Unit	Prior Resident	Move out Date	New Resident	Move in Date	No. of Days
\$560	18 1/2	Evans	02/06/2020	Cook	03/16/2020	39
\$490	1C	Watson	03/10/2020	C. Brown	04/09/2020	30
\$484	11C	C. Brown	04/09/2020	T. Brown	05/14/2020	35
\$500	28C	T. Brown	05/13/2020	Navarro	06/30/2020	48
\$560	18C	Lafayette	09/22/2020	Vacant		8
\$500	24C	Bush	09/22/2020	Vacant		8

Average number of vacancy days per vacancy: 28

We have experienced \$2,865 in vacancy Loss since January 1, 2020. We budgeted \$5,100 for vacancy loss through September 30, 2020.

Smithfield Gardens experienced Two move outs in September and 6 units remained vacant through September 2020. Smithfield Gardens has experienced 833 days vacant since January 1, 2020 and has averaged 75.73 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 56 units X 365 days = 20,440 days available; 833 days/20,440 days available = 4.075% percentage through September 30, 2020.

Smithfield Gardens                      Vacancy/Turnover Days                      2020

Rent	Unit	Prior Resident	Move out Date	New Resident	Move in Date	No. of Days
\$840	101	Perkowski	11/23/2020	Ferreira	01/15/2020	15
\$1,000	109	Fuller	01/03/2020	Garris	1/10/2020	6
\$1,000	128	Pollman	02/29/2020	Sicilia	02/29/2020	21
\$1,000	208	Goyette	04/19/2020	Vacant		164
\$1,000	126	Briggs	05/16/2020	Vacant		137
\$1,000	118	Luddy	05/22/2020	Vacant		131
\$1,000	121	Langlias	05/24/2020	Vacant		129
\$1,000	110	Rosa	06/05/2020	Vacant		117
\$840	115	DiZazzo	07/09/2020	Vacant		82
\$840	108	Burkhart	09/12/2020	Vacant		18
\$840	112	Keller	09/17/2020	Vacant		13

Average number of vacancy days per vacancy: 48.44

We have experienced \$27,082 vacancy loss since January 1, 2020. We have budgeted \$19,065 for vacancy loss through September 30, 2020.

## GENERAL INFORMATION

### Complaints

#### Callahan House

We investigated a complaint that the tenant upstairs is causing dust in a resident's apartment by walking on his floor. Assumptions about a weight problem were allegedly the cause of the dust. A study was completed by Facility Support Services and the findings were that the dust was common household dust. This matter has been referred to the Resident Services Coordinator. A housekeeping guide is being sent to the resident.

#### Norman Ray House

We received complaints that a resident was racially intolerant of another resident. The complaint detailed that racial slurs were used. A pretermination notice was issued to the resident household that spoke the racial slurs. A informal grievance was held and a continuance is scheduled.

#### Moderate Rental

None

## REV. CALLAHAN HOUSE

There are two units at the Callahan House that have textured ceiling peeling off in the bathrooms. We will be completing asbestos abatement in the bathrooms only in these two units. The cost is estimated at \$2,000 per unit and the work will be performed later in October.

## NORMAN RAY HOUSE

The reasonable accommodation for the tub conversion to a roll in shower was completed.

## MODERATE RENTAL

We have advertised the opening of the MR 2 & 3 Bedroom waiting lists for July 1, 2020. The waiting list was closed on September 30, 2020 and we received There will be a lottery drawing of the applicants held Friday, October 30, 2015 at 11:00 A.M.

## SMITHFIELD GARDENS ASSISTED LIVING

### Occupancy Statistics:

- 86% (48 of 56 units) occupied as of 09/30/2020
- Seven applications in processing
- No move-ins in September; two move-outs
- 5 applicants on waiting list for 60% units (\$1,000 rent)
- 14 applicants on waiting list for 50% units (\$840 rent)
- Average age is 86.3; age range is 66 – 98

- Average length of tenancy is 32.9 months

Budgeting Statistics:

- 18 of 19 units rented at \$840
- 30 of 37 units rented at \$1,000
- 47 of 48 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings 9/2, 9/9, 9/17, 9/23, 9/30 (attended by MRC Director, RSC, & RNs)  
50 residents' statuses reviewed each week; one resident out at rehab as of 09/30/2020
- Resident Council Meeting held 02/27/20; next meeting to be scheduled after lockdown lifted
- September fire drill completed 09/24/2020 (second shift)
- Weekly staff testing for COVID-19 held on 08/14/2020, 08/21/2020, and 08/28/2020 – all negative results; DPH is now requiring monthly testing; September testing completed on 09/21/2020 – all negative results.
- Community began allowing family to visit in apartments (in accordance with DPH directive) on 09/30/2020.
- Cura contract to be terminated at end-of-term (10/31/2020); Glendale Dining Services will be taking over as of 11/01/2020

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• **Application Processing:**

- White, Linda SGAL paperwork in progress; CHCPE pending; ALSA to be scheduled
  - Knight, Virginia SGAL paperwork complete; CHCPE pending; ALSA complete
  - Rolleri, RoseMarie SGAL paperwork in progress; CHCPE pending; ALSA to be scheduled
  - Henry, Edith SGAL paperwork in progress; CHCPE pending; ALSA to be scheduled
  - Tinti, Gene SGAL paperwork in progress; CHCPE pending; ALSA to be scheduled
  - Canales, Juana SGAL paperwork in progress; CHCPE pending; ALSA to be scheduled
  - Rowe, Stanley SGAL paperwork in progress; CHCPE pending; ALSA to be scheduled
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