

Sharon Housing Authority
Meeting Minutes
June 2, 2025

A regular meeting of the Sharon Housing Authority was held on June 2, 2025 at 18 Hixson Farm Road in the Community Room. Chairperson Susan Sanders called the meeting to order at 9:00 a.m.

Present: Susan Saunders, Zannatti Rahman, Irene Hixon, David Freyman

Absent: None

I. Approval of Minutes 4/7/2025

- a. Motion made by Commissioner Hixson to approve the minutes of the April 7, 2025 meeting.
- b. Motion seconded by Commissioner Rahman.
- c. Motion approved 4-0.

II. Approval of Warrant #26

- a. Warrant #26 in the amount of \$120,699.82
 - i. Commissioner Rahman asked if the ACH list of checks can be identified with a title line in the warrants going forward; Management Agent stated that can be added in.
 - ii. Chair Saunders inquired about the unit that flooded. Management Agent stated that it was a pump failure, not resident fault, and that the flood was minor and Service Master was called right away.
 - iii. Motion made by Commissioner Freyman to approve Warrant #26.
 - iv. Motion seconded by Commissioner Hixson.
 - v. Motion approved 4-0.

III. Management Agent Report

- a. Vacancy Report
 - i. good progress, currently 2 vacancies; 11B was filled by a transfer from the 2nd to the 1st floor; unit 15B is almost ready to qualify.
 - ii. Chair Saunders inquired about the transfer list; Management Agent explained the transfer process.
 - iii. Management Agent explained write-offs of balances owed by vacated tenants (\$12,759); board approval of write-offs needed. Management Agent further expounded on reasons the balances haven't been collected.
 - iv. Chair Saunders inquired about the Account Aging report; Management Agent explained that it shows the full rent roll amount collected from tenants.
 - v. Motion made by Commissioner Rahman to approve vacancy write-offs.
 - vi. Motion seconded by Commissioner Freyman.

- vii. Motion approved 4-0.
- b. Work Order Report – included in the packet for Board review
 - i. Commissioner Rahman inquired about septic tank backing up; Management Agent recounted the incident.
- c. Financial Report
 - i. Management Agent explained the budget revision: Maintenance Expenses are over budget due to the many vacancies, supplies and labor are high, vendor expenses (painting, floods, etc.)
 - ii. Board approval needed to reallocate Maintenance Expenses to the Extraordinary Maintenance category in order to stay within budget.
 - iii. Motion made by Commissioner Hixson to approve budget revision.
 - iv. Motion seconded by Commissioner Rahman.
 - v. Motion approved 4-0.
- d. Project Update
 - i. Siding Project: Management Agent stated that the project is waiting on EOHLC approval which he expects at any time.

IV. Old Business

- a. Resident Survey Results: received about 40 responses; Management Agent stated appreciation for responses and will use them to inform his management process.
- b. Commissioner Freyman inquired about putting dog bags out for residents to pick up dog waste; Management Agent stated he is evaluating if it's a good idea.

V. New Business

- a. Chair Saunders shared comments from the Board of Health concerning septic tank backup; Management Agent will follow up with Trevor for more information and share with the Board.

VI. Other Business

- a. Resident Comments
 - i. A resident inquired about assigned parking being approved by the Board; Chair Saunders stated if it is in the rules and regulations, it will need to be Board-approved; Chair Saunders also commented that the amount of spaces and who gets which space needs to be taken into account. The resident commented that the goal is to regulate where visitors/vendors park; Chair Saunders suggested specific signs for visitors/vendors instead of assigning parking to all the residents.
 - ii. A resident inquired about the possibility of getting a "Private Way" sign up by the road in order to address concerns about outside people walking their dogs on the property; another resident commented that most people come in not knowing that it is a dead end.
 - iii. A resident concerned about fast drivers suggested painting a line down the middle of the road in order to mitigate driving in the middle of the road; it was mentioned that speed bumps were once discussed.

- b. Management Agent commented that his meeting with the new select board member was a friendly conversation, and that he has not yet met the other select board member.

VII. Adjourn

- a. Motion made by Commissioner Hixson to adjourn.
- b. Motion seconded by Commissioner Freyman.
- c. Motion approved 4-0.
- d. Meeting adjourned 9:56 a.m.

Respectfully submitted,

Paul M. Dumouchel
Management Agent