

MEETING HELD MONDAY, JANUARY 25, 2020 AT 5:30PM

MEETING MINUTES

Conducted Remotely Via Zoom

1. CALL TO ORDER at 5:30PM

COMMISSIONERS PRESENT (VIA ZOOM): James Seveney, Terri Cortvriend, Micholas Credle, Ronald Harnois, and Gary Gump

COMMISSIONERS ABSENT: None

GUESTS: Allison Serina, Senior Manager at Phoenix Property Management.

2. CHAIRMAN'S REPORT

A. Annual Report for PHA 2020 activities is due to town leadership.

3. APPROVAL OF MINUTES

A. Approved the minutes for our December 21, 2020 meeting with a unanimous vote. Commissioner Cortvriend will post approved copies to Secretary of State and Town of Portsmouth websites.

4. FINANCIALS AND BILLS

A. None

5. COMMUNICATIONS

A. HUD letter of 1/6/2021 – Pre-penalty Notice for Quaker Manor. HUD has issued a deadline of Feb 6, 2021 for our response. Penalties could amount to \$149,000 if we don't settle the issue with proper financial reporting. ACTION: Phoenix Property Mgmt is working on the HUD response, and submission of delinquent reports (Allison Serina).

B. Resident complaints and concerns... discussed two issues; 1) residents smoking in their apartments – Ms Serina assured the Board this is a violation of strict no-smoking regulations, and it will be resolved, and 2) resident concerns on how they may make their monthly rent payments will be cleared up, and Phoenix will extend reasonable options for how that can be done (Ms. Serina).

6. OLD BUSINESS

A. Status of Phoenix transition as new management agent was discussed with Ms. Serina, Senior Manager for Phoenix Property Management. She explained she is the supervisor for the on-site property manager, Erica Kelley, and provides direct supervision, training and guidance to ensure property day-to-day operations and resident support is provided. Once significant improvement

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is that the office is manned full time now by Ms. Kelley, so the residents will have improved access and communications to address their needs.

Phoenix is in process of physical inspection of each apartment on the Quaker Manor and Estates properties. So far they have not found any significant material deficiencies. They have dealt with several issues related to heat complaints. Those are getting resolved quickly as they arise.

Resident relations and communications are improving, but remains a work in progress. There was a setback as the office, which was vacant for several days due to illness. Several residents declined to allow Phoenix personnel into their apartments to conduct the required physical inspections... that will have to be resolved over time. Ms. Serina told the Board they did find some degraded cleanliness in some of the common areas,

and that has been cleaned up. There is new maintenance staff on the job.

Financial condition, primarily related to Quaker Manor LLC, remains a concern. We discussed the HUD penalty letter and Ms Serina assured the Board that Phoenix have an accounting firm working on preparation of the required reports and will respond to HUD. We all will have to focus on steps necessary to regain a stable financial footing.

B. Status of Quaker Manor renovations/construction contract. Phoenix is reviewing the construction contract, working with the architect (Andrea Baranyk, Northeast Collaborative Architects) to complete the work and settle the final costs and invoices. The PHA Board will be looking for a final accounting of the loan status, quality of work completed by the architect and contractor, and how Quaker Manor LLC will manage the ongoing debt service.

C. Status on waiting lists for potential residents. Phoenix indicated they are actively managing the waiting lists, in accordance with HUD regulation. They are ready to release 20 letter notices announcing available vacancies. The PHA will follow up on vacancies and new residents at our next meeting.

7. NEW BUSINESS

A. Board of Commissioners reviewed and unanimously approved the PHA Annual Report to the Town of Portsmouth for our 2020 activities. The final report was subsequently submitted to Town leadership, Kevin Aguiar, Town Council President and Rich Rainer, Town Administrator.

8. REPORTS

None

9. PUBLIC COMMENT/OPEN FORUM

Several members of the public, primarily residents of Quaker Manor/Estates were in attendance. There was one question asked related to the waiting list, regarding a specific person's status. That questions was answered by Ms Serina.

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10. EXECUTIVE SESSION

The Housing Authority Board of Commissioners may seek to enter Executive Session, pursuant to RIGL §42-46-5(a), to discuss the following:

A. No executive session was convened at this meeting.

11. NEXT MEETING: Our next regular meeting will take place on Monday, February 22, 2021, at 5:30pm. It will be conducted remotely via Zoom.

12. ADJOURNMENT: Motion to adjourn made by Cortvriend; seconded by Gump; passed unanimously at 6:30pm.

Pursuant to RIGL S 42-46-6(c) These minutes will be posted on the Secretary of State's website once approved.