HOUSING AUTHORITY CITY OF DERBY
101 West Fourth Street
P.O. Box 843 Derby, CT 06418
(203)735-6652 Telephone
(203)734-0204 Fax

Board of Commissioners
Linda Fusco, Chairperson
Adam Pacheco, Vice Chairman
Kathleen Ducharme, Secretary
Robert Lisi, Treasurer
Michael Mazzola, Resident Commissioner

Derby Housing Authority Meeting Minutes September 5, 2019

The Derby Housing Authority meeting was called to order at 6:30 pm by Ms. Fusco and was followed by the Pledge of Allegiance.

Roll Call
Present: Linda Fusco, Chairperson, Adam Pacheco, Vice-Chairperson, Robert Lisi, Treasurer, Michael Mazzola, Resident Commission

Also Present: Ellen Oczkowski, Robert Henderson

Absent: Kathleen Ducharme, Secretary

Approval of Minutes – Special Meeting Minutes for August 5, 2019 and Special Meeting August 14, 2019
A motion to approve the minutes of the August 5, 2019 Special Meeting was made by Mr. Lisi and seconded by Mr. Mazzola. Motion Carried.

A motion to approve the minutes of the August 14, 2019 Special Meeting was made by Mr. Mazzola and seconded by Mr. Lisi. Motion Carried.

Additions, Deletions, Corrections:

Ms. Fusco added under Old Business, Section 7e – update on filling RSC position, also a correction to the agenda, there is no #9 – renumber agenda as follows; #9 Subsidized Housing Coordinator's Report and #10 Adjournment. Another addition under Old Business, Section 7f – update on meeting with Attorney Samaroga regarding the Personnel Policy.
A motion was made by Mr. Lisi to amend the meeting and seconded by Mr. Mazzola. Motion Carried.

Public Portion:
Linda Swinsky – 15 Guardiano Terrace spoke about her sink being clogged and that it took over a month with the plumber coming back several times to try to unclog the sink. She is happy to report that the issue has been resolved.

2019 SEP 10 AM 9:09

Old Business

a. SEMAP Correction Letter for HUD

The letter for HUD was completed by Jaime Berryman and submitted. Mr. Henderson stated that there were two deficiencies found and now that the waiting list has opened and closed this issue, which was the bigger issue for the agency, has been resolved. The other issue was that the utility allowances were off for one tenant. The files will be setup and monitored differently going forward and next years score should be in the 80's.
A motion to accept the letter as written and read regarding the SEMAP score for Ms. Jennifer Gottlieb Elazhari, CT Public Housing Director and be sent with the full authorization of the board. The motion was made by Mr. Pacheco and seconded by Mr. Lisi. Motion Carried.

b. Discussion of Status of all of Grant
Ms. Fusco confirmed with Patti Finn that no announcement have been made to date, still waiting to hear on the Small Cities Grant.

c. Update on Surveying of Property
Ms. Oczkowski said the map was done by the surveyor and was available to view. There was some discussion regarding what attorney to use for sending out the letters to the property owners. Mr. Pacheco suggested contacting corporation council as well as Attorney Samaroga and finding out what their rate for sending the letters would be and to use the best rate. The letters should go out next week.

d. Update on Barron's Block
Ms. Fusco informed the board that the building's owners, Chazak LLC received an updated report from Eagle Environmental stating there were no issues, but upon review there was no impact statement and for project state vouchers, there needs to be a statement stating that there is no impact on people of any kind who would be living in the apartment. There was some confusion about the nature of the work that needs to be added as well as what has already been done. This is not a complete study and moving forward the hope is that it will continue to be worked on and will hopefully be resolved in the near future.

e. Update on filling RSC Position
Mr. Lisi explained that he and Ms. Ducharme have been reviewing applications for the Resident Service Coordinator Position and that Ms. Ducharme has already reviewed three and the same three will be reviewed by Mr. Lisi. Interviews will be scheduled for September 11th.

f. Update on Personnel Policy and meeting with Attorney Samaroga
Mr. Lisi met with Attorney Samaroga and they went over the entire Personnel Policy. He redlined everything and sent a copy to all board members to review. Mr. Lisi is looking at the October meeting to have the Personnel Policy in place and to be able to vote on it.

NEW BUSINESS:

a. Operation's Manager's Presentation of current state of DHA and ideas for moving forward

Mr. Henderson presented the board with a PHA Policies, Plans and Procedures Checklist from the Nelrod Company. He explained that he checked off what policies he felt the agency needed or needed revision. He further explained that this company would provide at an annual fee of $799.00 policies that would fit individual agencies as well as online training and the ability to call in and ask questions. Mr. Pacheco asked Mr. Henderson to find out how much it would cost to add in, except for the procurement plan, all the items that were recommended on the checklist. The board also asked Mr. Henderson to come back with more information and cost details. Mr. Henderson also suggested that the board should be having a discussion every ninety (90) days about the state of the agency and to ensure the DHA is moving forward in the right direction.

b. Robert Henderson –One week of Vacation Time Buy Out

A motion was made to allow Robert Henderson to buy out one week of vacation time. The motion was made by Mr. Pacheco and seconded by Mr. Lisi. Motion Carried.

SUBSIDIZED HOUSING COORDINATOR'S REPORT:

Ellen read the report into the record. Financial Report.
Elderly Resident Complexes.
Miscellaneous business/Section 8.

HOUSING AUTHORITY
CITY OF DERBY

101 West Fourth Street
P.O. Box 843
Derby, CT 06418

(203)735-6652 Telephone
(203)734-0204 Fax

Board of Commissioners
Linda Fusco, Chairperson
Adam Pacheco, Vice Chairman
Kathleen Ducharme, Secretary
Robert Lisi, Treasurer
Michael Mazzola, Resident Commissioner

SUBSIDIZED HOUSING AUTHORITY REPORT
MONTH OF AUGUST, 2019

STATE ELDERLY SITES

STYGAR TERRACE
No Vacancies

Resident Concerns:

CICIA MANOR
No Vacancies

Resident Concerns:

LAKEVIEW APARTMENT
#8 Vacant (Leased up for 9/1/2019)

Resident Concerns

MISCELLANEOUS
1.Paid vouchers and bills are available for review.

SECTION 8 PROGRAM
1. Landlord checks for the month of September, 2019 will be processed and mailed on September 3, 2019.
2. Paid vouchers and bills are available for review.
3. PIC Reporting is currently at 97.

Mr. Pacheco asked Ellen about the one work order that was marked urgent. Ellen explained that this was a utility issue and the repairs were done and the work order was closed out with no expense to the DHA.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Pacheco and seconded by Mr. Lisi. Motion Carried. The meeting was adjourned at 7:04 pm.

Respectfully submitted,

Meg Martins

Meg Martins
Recording Secretary

HOUSING AUTHORITY
CITY OF DERBY

101 West Fourth Street
P.O. Box 843
Derby, CT 06418

(203)735-6652 Telephone
(203)734-0204 Fax

Board of Commissioners
Linda Fusco, Chairperson
Adam Pacheco, Vice Chairman
Kathleen Ducharme, Secretary
Robert Lisi, Treasurer
Michael Mazzola, Resident Commissioner

September 5, 2019

Jennifer Gottlieb Elazhari
CT Public Housing Director
U.S. Department of Housing and Urban Development
Office of Public Housing, Hartford Field Office
20 Church Street, 10th Floor
Hartford, CT 06103-3220

Dear Ms. Gottlieb Elazhari:

The Derby Housing Authority (DHA) is in receipt of your letter dated July 24, 2019 regarding the FYE 3/31/2019 overall SEMAP score. The purpose of this letter is to provide you with written notification of the corrective actions taken by this agency to resolve the deficiencies for Indicators 3 (Determination of Adjusted Income) and 13 (Lease-Up), as requested in your letter.

Indicator #3 – Determination of Adjusted Income
When QC reviews for the FY 2019 SEMAP Certification were conducted, deficiencies in slightly more than 20% of the files reviewed were discovered for Indicator 3, which lead to a self-certification of zero (0) points for this indicator.

The DHA also self-certified 0 points for this Indicator in the FY 2018 SEMAP review. The majority of activity reviewed during the FY 2018 SEMAP certification was completed by the previous Section 8 Coordinator and/or the previous Executive Director. Therefore, the DHA self-certified 0 points for this indicator in the FY 2018 SEMAP Certification in order to reflect this.

Over the last 1 ½ years, there has been a significant amount of work completed by the new Section 8 Coordinator to resolve areas of non-compliance identified internally by the DHA upon the departure of the previous Executive Director and the previous Section 8 Coordinator. During QC reviews for the FY 2019 SEMAP Certification, it was identified that there was a marked improvement in the condition of the program participant files in FY 2019 compared to FY 2018. However, there were still errors identified in the areas of third-party verification and utility allowance calculations. The DHA has taken the following actions in order to address the deficiencies identified during review of this Indicator:

- The errors were reviewed with the program coordinator and additional one-on-one training was provided by the QC reviewer;
- The DHA updated the Voucher Administrative Plan in order to clarify policies and procedures in all areas of Voucher program administration; and
- The program coordinator is reviewing the HAP Contract, Request for Tenancy Approval and Inspection forms for consistency at each annual recertification in order to ensure the correct utility allowance amounts are being used in calculations.

The DHA will continue ongoing QC reviews and one-on-one staff training sessions during FY 2020 in order to monitor the progress for this Indicator.

Indicator #13 – Lease-Up
The DHA's program utilization rate was 94% for the CY 2018, which lead to a self-certification of zero (0) points for this indicator. The DHA's Voucher program waiting list was fully exhausted in late 2017, which resulted in an inability to reissue most vouchers when assisted families left the program during CY 2018. During CY 2018, the DHA had 26 families leave the program and only 4 vouchers were able to be reissued due to absorption of portability cases from other jurisdictions.

Due to a large amount of staff turnover at the DHA in 2017 and the need to focus staff resources on resolving other program compliance matters, the process for reopening the waiting list did not begin until early 2019. The waiting list reopening that occurred earlier this year was successful. The DHA has recently begun to issue vouchers to applicants on this new waiting list and anticipates these applicants to start leasing units within the next 60 days. The DHA is currently monitoring the success rates of these applicants in their housing search and will continue issuing vouchers and absorbing portability-in clients until such time that program utilization gets close to 100%. The DHA also utilizes the HUD 2-Year Forecasting Tool in monitoring lease-up and spending rates for this program.

At the end of FY 2020, the DHA will evaluate the level of success achieved as a result of this action plan and will adjust the frequency of QC and voucher issuance activities as needed during FY 2021.

If you have any questions regarding the action plan outlined within this letter, please feel free to contact me by phone at (203) 214-9152 or by email at lfusco1237@aol.com.

Sincerely,

Linda Fusco
Chairperson, DHA Board of Commissioners

cc: Adam Pacheco, Vice Chairman, DHA Board of Commissioners
Kathleen Ducharme, Secretary, DHA Board of Commissioners
Robert Lisi, Treasurer, DHA Board of Commissioners
Michael Mazzola, Resident Commissioner, DHA Board of Commissioners
Dwoun Byrd, Portfolio Management Specialist, U.S. Dept. of Housing and Urban Development

The Nelrod Company

PHA Policies, Plans and Procedures Checklist

Agency Name: _____ City/State: _____

Contact Name: _____ Title: _____

Phone: _____ Alternate Phone: _____

Email Address: _____

Date of Current Policy	Need Policy or Revision?	Policies, Plans and Procedures
		Administrative
	X	5-Year PHA Plans
		Annual PHA Plans
		Section 3 Plan
		Violence Against Women Act (VAWA) Policy and Emergency Transfer Plan
		Whistleblower Policy
		Public Housing and Housing Choice Voucher Application Kits
		Public Housing
		Admissions and Occupancy Policy Package
	X	Dwelling Lease
	X	Grievance Procedures
	X	Termination and Eviction Policy
	X	Transfers and Transfer Waiting List
	X	Housekeeping Standards Policy
		Grievance Procedures Policy Package
	X	Grievance Hearing Checklist Form
	X	Grievance Hearing Request Form
		Results of Informal Hearing for Applicants
		Standard Operating Procedures for Public Housing
		Tenant Complaint Form
	X	State Laws on Termination for Violation of Lease
	X	State Laws on Unconditional Quit Violations
		Miscellaneous Policy Package
		Ban and Criminal Trespass Policy
	X	No Solicitation Policy
	X	Policy for Use of Community Center
	X	Parking Policy
		Low Rent Policy Package
		De-concentration and Income Targeting Policy
		File Access Internal Controls Policy and Procedures
	X	Pet Ownership and Assistance Animal Policies
		Community Service Requirements Policy and Implementation Kit
	X	Bedbug Policy

Date of Current Policy	Need Policy or Revision?	Policies, Plans and Procedures
		Section 8/Housing Choice Voucher
		Section 8 Administrative Plan
	X	Project-Based Voucher Policy
		Project-Based Voucher Property Management Manual
		Section 8 Homeownership Plan
		Financial
		Financial Policy Package
		e-LOCCS Policy (Electronic Line of Credit Control System)
		Capitalization Depreciation Policy
		Capital Funds Program Policy
	X	Disposition of Property
	X	Asset Management Inventory Policy
		Compliance Asset Management Policy
		Cash Overages and Shortages Policy
		Accounting System Policy and Procedures
		Allowance for Doubtful Accounts Policy
		Cash Management/Internal Controls Policy
		Check Writing Policy
		Petty Cash Policy
		Program Funding and Budgeting
		Write Off Collection Loss Policy
		Investment Policy
		Credit Card Policy
		Acquiring Insurance Policy
		Procurement and Contract Management
	X	Procurement Policy
		Maintenance
		Maintenance Plan
	X	Pest Eradication Policy
		Plan Uniform Inspection System
		Annual Facilities Maintenance Plan (AFMP) Form
		Human Resources
		Personnel Policy
		Employee Performance Evaluation
	X	Ethics, Code of Conduct, Conflict of Interest and nepotism Policies
		Disability Policy
		Safety and Security Policy
		Other Administrative Policies
	X	Smoke-Free Public Housing Policy
		Fraud Policy
		EIV Security Policy
		National and Natural Disaster Response Policy /Plan
	X	Family Self-Sufficiency Action Plan

© 2016 The Nelrod Company, Fort. Worth, Texas 76109

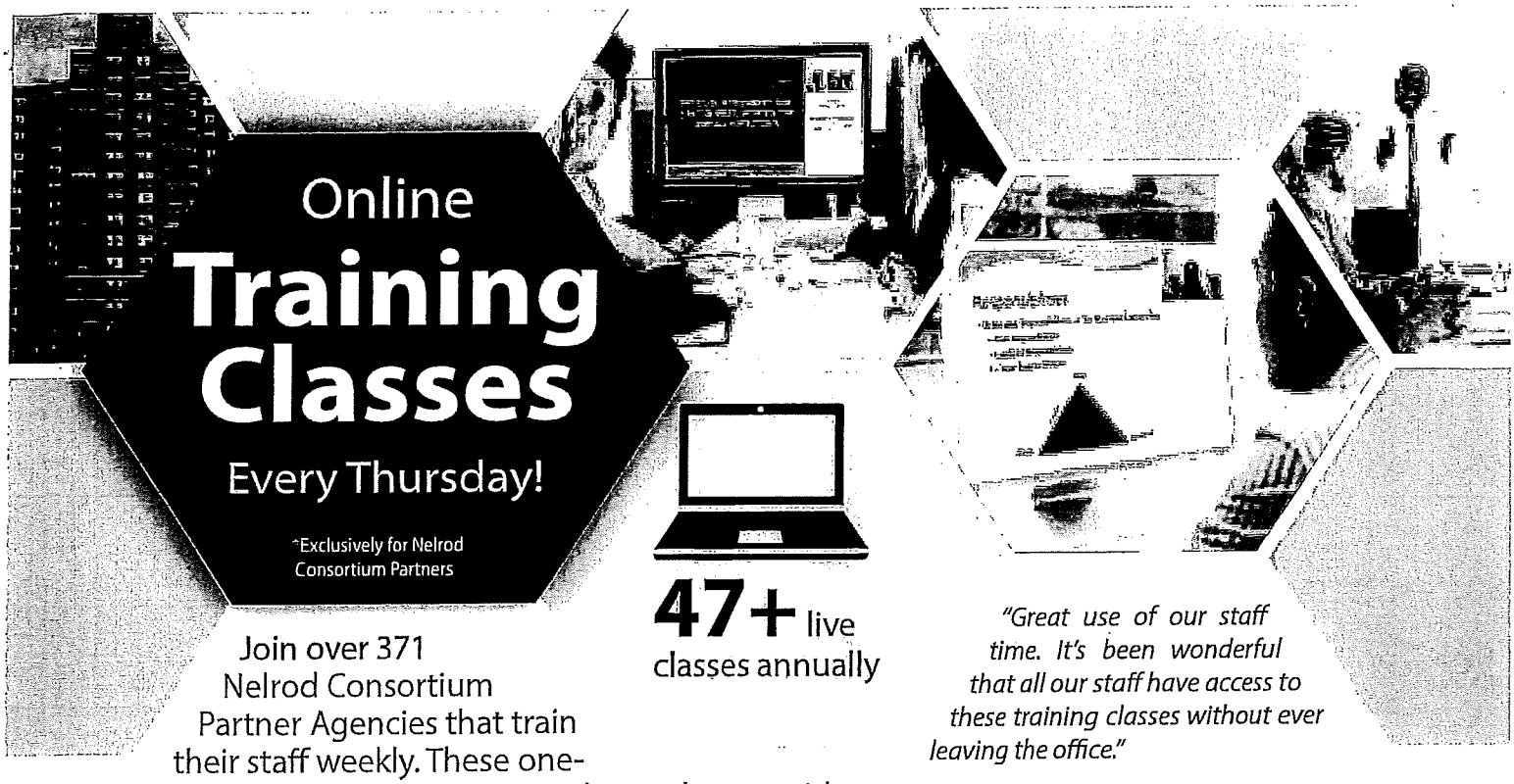
Date of Current Policy	Need Policy or Revision?	Policies, Plans and Procedures
		Records Retention Policy
		Minority Business Enterprise Policy
	X	Fair Housing and American Disabilities Act Policy
		HUD Multifamily
		RAD Project-Based Rental Assistance (PBRA) Tenant Selection Plan (TSP) and Key Procedures
		Section 8 New Construction Tenant Selection Plan (TSP) and Key Procedures
		EIV Operations and Security Policy and Procedures
		Pet Policy and Plan
		Violence Against Women Act (VAWA) Policy and Emergency Transfer Plan
		Management and Occupancy Review (MOR) Preparation Kit
		Affirmative Fair Housing Marketing Plan
		Project-Based Rental Assistance (PBRA) Application for Admission
		Housing Opportunities for Persons with AIDS (HOPWA)
		HOPWA Program Manual

Please check items of interest and forward this checklist by mail, fax or email to:

Tracy Edwards-Henson
Technical Operation Director
Email: tracy@nelrod.com
Phone: 817-922-9000, ext. 163
Fax: 817-922-9100
Address: The Nelrod Company
3301 West Fwy
Fort Worth, TX 76107

Z:\2019\Authority Plans and Policies\Policy Master Checklist

© 2016 The Nelrod Company, Fort. Worth, Texas 76109



Online Training Classes

Every Thursday!

*Exclusively for Nelrod Consortium Partners

47+ live classes annually

Join over 371 Nelrod Consortium Partner Agencies that train their staff weekly. These one-hour convenient classes provide employees with vital knowledge of HUD guidance and agency operations. Additionally, recorded classes are posted online for viewing 24/7 for 30 days.

"Great use of our staff time. It's been wonderful that all our staff have access to these training classes without ever leaving the office."

- R.S., Trinidad HA, CO

*The Nelrod Consortium Annual Parnership Fee is only $799.00

Other Services for Nelrod Consortium Partner Agencies

TECHNICAL ASSISTANCE

At discounted rates

Help Desk Services

- Researching Regulations
- PIH Notice References
- Federal Register Inquiries
- Occupancy Related Issues

Specialty Services

- Salary Studies
- GPNA/Energy Audits
- Utility Allowance Studies
- Rent Reasonableness Systems/Studies
- And Much More!

POLICIES & PROCEDURES

Well-written and customized policies & procedures developed for your agency needs.

- Customized to agency needs
- Compliant with HUD and other federal requirements
- Tested and proven products
- Utilizes three-tier process for easy implementation (see below)

1 Board Approved Policies → 2 Procedures Manuals → 3 Simple Step-by-Step Guides

Let our advisor guide you through an online demonstration...*it only takes 15 minutes!*

Call or email Jeremy Spence: 817-922-9000 ext. 122 | spencej@nelrod.com | www.nelrod.com

The Nelrod Consortium
3301 West Freeway, Fort Worth, TX 76107

©2019 The Nelrod Company, Fort Worth, Texas 76107

Free* Online Training Classes Every Thursday!

The Nelrod Consortium

Join over 361 Nelrod Consortium Partner Agencies that train their staff weekly. These one-hour convenient classes provide employees with vital knowledge of HUD guidance and agency operations. Additionally, recorded classes are posted online for viewing 24/7 for 30 days. The Consortium offers ***47+ live online classes*** each year.

**The Nelrod Consortium Annual (License) Fee is only $799.*

Other Services for Nelrod Consortium Partner Agencies

Technical Assistance *(at discounted rates)*

Help Desk Services

- Researching regulations
- PIH Notice references
- Federal Register inquiries
- Occupancy related issues

Specialty Services

- Salary studies
- GPNA/Energy Audits
- Utility allowance studies
- Rent Reasonableness Systems/Studies
- And much more!

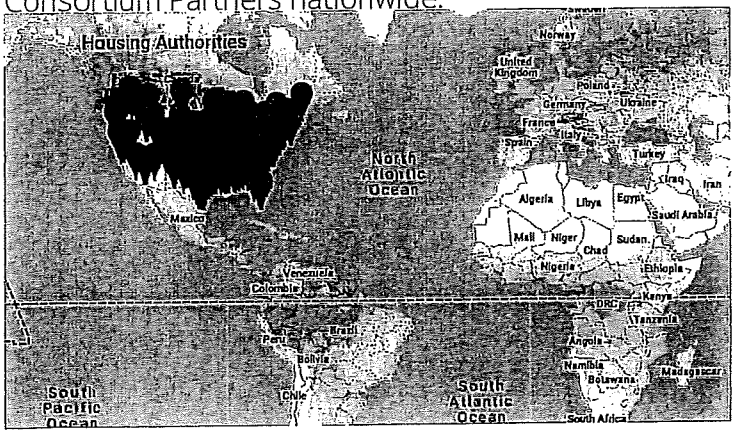
Policies & Procedures

Well-written and customized policies & procedures developed for your agency needs.

- Customized to agency needs
- Compliant with HUD and other federal requirements
- Tested and proven products
- Utilizes three-tier process for easy implementation including approved policies, procedures manuals, and simple step-by-step guides

For more about the Consortium, click here. (/documents/About the Consortium.pdf)

See below for a map showing our over 361 Consortium Partners nationwide.



FRONT DESK CALLS

	STATE ELDERLY	MAINTENANCE	SECTION-8	FSS	GENERAL INQUIRIES	WALK-INS
JUNE	73	31	11,25 180	7	40	119
JULY	128	21	34 610	11	38	154
AUGUST	92	33	8 129	1	42	131
Total Average	**98**	**28**	20 **306**	**6**	**40**	**135**

Derby Housing Authority
Vendor Payment History Report
Payment History From: 8/1/2019 Thru: 8/31/2019 Program: Revolving Fund

Check Name	SSN / TIN	Check Address	Print 1099
Advantage Payroll Services		29 Taylor Ave Bethel CT 06801	No

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/07/2019		INV		Payroll Date 8/7/2019	08/19	Payroll Date 8/7/2019	$5,630.09		$5,630.09
08/14/2019		INV		Payroll Date 8/14/201	08/19	Payroll Date 8/14/2019	$5,530.92		$5,530.92
08/21/2019		INV		Payroll date 8/21/2019	08/19	Payroll date 8/21/2019	$5,537.15		$5,537.15
08/28/2019		INV		Payroll Date 8/28/201	08/19	Payroll Date 8/28/2019	$4,999.78		$4,999.78
Totals For Vendor: Advantage Payroll Services									**$21,697.94**

Aflac		Aflac Worldwide Headquarters 1932 Wynnton Road Columbus GA 31999	No

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/08/2019	4786	CHK	565294	Ellen Oczkowski accid	07/19	Ellen Oczkowski accide	$237.60		$237.60
Totals For Vendor: Aflac									**$237.60**

Alexanders Hardware		44 Pershing Drive Ansonia CT 06401	No

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/08/2019	4787	CHK		Maintenance supplies	08/19	Maintenance supplies	$395.46		$395.46
Totals For Vendor: Alexanders Hardware									**$395.46**

Calvert Safe & Lock Ltd	06-1064817	300 Roosevelt Drive Derby CT 06418	No

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/08/2019	4788	CHK	135902	2 Lock sets for Guardi	07/19	2 Lock sets for Guardia	$290.56		
			136010	keys made	07/19	keys made	$4.20		$294.76
Totals For Vendor: Calvert Safe & Lock Ltd									**$294.76**

City Of Derby - Finance Department		1 Elizabeth Street Derby CT 06418	No

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/08/2019	4789	CHK		Medical for Diana Prie	08/19	Medical for Diana Prieto	$959.23		
				Medical for Ellen Oczk	08/19	Medical for Ellen Oczko	$959.23		
				Medical for Laura Wa	08/19	Medical for Laura Wabn	$959.23		$2,877.69
Totals For Vendor: City Of Derby - Finance Department									**$2,877.69**

Cody & Gonillo, LLP	06-1530718	185 Broad St Milford CT 06460	Yes

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/08/2019	4790	CHK	12135	Regarding #29 Guardi	07/19	Regarding #29 Guardia	$487.40		$487.40
Totals For Vendor: Cody & Gonillo, LLP									**$487.40**

Comcast		P O Box 70219 Philadelphia PA 19176-0219	No

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/08/2019	4791	CHK		Acct. 8773402130244	07/19	Acct. 87734021302448	$39.85		$39.85
Totals For Vendor: Comcast									**$39.85**

Comcast		P O Box 70219 Philadelphia PA 19176-0219	No

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/08/2019	4792	CHK		Acct. 8774021300209	07/19	Acct. 87740213002093	$802.84		$802.84
Totals For Vendor: Comcast									**$802.84**

Comcast		P O Box 70219 Philadelphia PA 19176-0219	No

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/08/2019	4793	CHK		Acct. 8773402130020	07/19	Acct. 87734021300208	$887.97		$887.97
Totals For Vendor: Comcast									**$887.97**

© 2019 Management Computer Services, Inc. (MCS)

Derby Housing Authority
Vendor Payment History Report
Payment History From: 8/1/2019 Thru: 8/31/2019 Program: Revolving Fund

Check Name	SSN / TIN	Check Address				Print 1099		
Comcast		P O Box 70219 Philadelphia PA 19176-0219				No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4794	CHK		Acct. 8774021300209	07/19	Acct. 87740213002091	$666.21		$666.21
Totals For Vendor: Comcast									**$666.21**
Edwards Answering Service, Inc	06-0813674	230 Hartford Turnpike Vernon Circle Vernon Rockville CT 06066				No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4795	CHK	190800727101	Answering service	08/19	Answering service	$78.47		$78.47
Totals For Vendor: Edwards Answering Service, Inc									**$78.47**
Ever Ready Press		78 Clifton Ave Ansonia CT 06401				No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4796	CHK	45217	Envelopes	07/19	Envelopes	$105.00		$105.00
Totals For Vendor: Ever Ready Press									**$105.00**
Eversource		P O Box 56004 Boston MA 02205-6004				No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4797	CHK		Acct. 57828025064 Of	07/19	15.18	$33.55		$33.55
Totals For Vendor: Eversource									**$33.55**
Eversource		P O Box 56004 Boston MA 02205-6004				No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4798	CHK		Acct 57888560075-St	07/19	Acct 57888560075-Styg	$419.64		$419.64
Totals For Vendor: Eversource									**$419.64**
Exxon Mobile		Exxon Mobile Processing Center P O Box 78001 Phoenix AZ 85062-8001				No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4799	CHK	7581907	Gas card	07/19	Gas card	$129.31		$129.31
Totals For Vendor: Exxon Mobile									**$129.31**
Flik's Enterprises, LLC	81-0967049	5 Old Country Road Oxford CT 06478				Yes		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4800	CHK	3683	Stygar - Monthly contr	08/19	Stygar - Monthly contra	$800.00		
			3676	CC - Monthly contract	08/19	CC - Monthly contract f	$1,000.00		
			3677	Guardiano- Monthly c	08/19	Guardiano- Monthly con	$900.00		$2,700.00
Totals For Vendor: Flik's Enterprises, LLC									**$2,700.00**
FRONTIER - Section 8		P O Box 740407 Cincinnati OH 45274-0407				No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4801	CHK		Acct. 203-736-3824-0	07/19	Acct. 203-736-3824-090	$138.94		$138.94
Totals For Vendor: FRONTIER - Section 8									**$138.94**
FRONTIER - Stygar		P O Box 45274 Cincinnati OH 45274-0407				No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4802	CHK		Acct. 203736-8946-02	07/19	Acct. 203736-8946-022	$95.69		$95.69
Totals For Vendor: FRONTIER - Stygar									**$95.69**

© 2019 Management Computer Services, Inc. (MCS)

Derby Housing Authority
Vendor Payment History Report
Payment History From: 8/1/2019 Thru: 8/31/2019 Program: Revolving Fund

Check Name	SSN / TIN	Check Address	Print 1099
FRONTIER Office		P O Box 740407 Cincinnati OH 45274-0407	No

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/08/2019	4803	CHK		Acct.203-735-6652-02	07/19	Acct.203-735-6652-020	$211.18		$211.18
Totals For Vendor: FRONTIER Office									**$211.18**

Home Depot Credit Services			Dept 32-2504992060 P o Box 78047 Phoenix AZ 85062-8047				No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4804	CHK		Acct. 6035322504992	07/19	Acct. 60353225049920	$759.85		$759.85
Totals For Vendor: Home Depot Credit Services									**$759.85**

Housing Authority Risk Retention Group			P o Box 15082 Newark NJ 07191-5082				No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4805	CHK	HG 00099714	Capital contribution 7-1-19 to 7-1-20	07/19	Capital contribution 7-1-19 to 7-1-20	$100.00		
			HG0009969 6	Renewal of commercial liability 7/	07/19	Capital contribution 7/1/2019-7/1/2020	$6,472.00		$6,572.00
Totals For Vendor: Housing Authority Risk Retention Group									**$6,572.00**

Housing Insurance Services Inc.			P O Box 15095 Newark NJ 07191-5095				No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4806	CHK	HP 00094155	Renewal of Commercial Property	07/19	Renewal of Commercial Property and Equipmen	$9,783.00		$9,783.00
Totals For Vendor: Housing Insurance Services Inc.									**$9,783.00**

Jacozzi Plumbing & Cooling LLC	06-1550461		24 Sweetbrier Lane Monroe CT 06468				Yes		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4807	CHK	100239	#6 New water closet, fl	07/19	#6 New water closet, fla	$983.33		
			100245	90 CC A/C unit repaire	07/19	Vendor Invoice Transac	$368.00		
			100246	#96 CC clean cooling	07/19	#96 CC clean cooling s	$385.00		
			100250	#89 CC Repaired A/C	07/19	#89 CC Repaired A/C u	$685.83		
			100252	#62 CC Unit turnaroun	07/19	#62 CC Unit turnaround	$2,512.74		
			100254	#24-26 CC Emergenc	07/19	#24-26 CC Emergency	$1,323.00		
			100255	#32 CC Repaired A/C	07/19	#32 CC Repaired A/C u	$365.00		
			100265	#66CC Repaired A/C	08/19	#66CC Repaired A/C u	$350.00		
			100274	#23 Guard. H/W Heat	08/19	#23 Guard. H/W Heater	$1,468.98		
			100278	#70 CC Repaired A/C	08/19	#70 CC Repaired A/C u	$395.00		
			100285	#62 CC Apartment tur	08/19	#62 CC Apartment turn	$1,196.17		
			100280	#29 Guard Apartment	08/19	#29 Guard Apartment tu	$1,381.69		
			100292	#8 Guardiano - A/T ne	08/19	#8 Guardiano - A/T new	$1,593.88		$13,008.62
Totals For Vendor: Jacozzi Plumbing & Cooling LLC									**$13,008.62**

Janet S Wortman CPA LLC	57-1137946		P O Box 42 Harwinton CT 06791				Yes		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4808	CHK		Accounting services fo	08/19	Accounting services for	$468.75		
				Accounting services fo	08/19	Vendor Invoice Transac	$718.75		$1,187.50
Totals For Vendor: Janet S Wortman CPA LLC									**$1,187.50**

© 2019 Management Computer Services, Inc. (MCS)

Derby Housing Authority
Vendor Payment History Report
Payment History From: 8/1/2019 Thru: 8/31/2019 Program: Revolving Fund

Check Name	SSN / TIN	Check Address	Print 1099
Margaret Manson Martins	045-52-9384	843 Indian Hill Rd Orange CT 06477	Yes

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/08/2019	4809	CHK		Secretarial services fo	07/19	Secretarial services for	$75.00		$75.00
Totals For Vendor: Margaret Manson Martins									**$75.00**

Merf - Employee		State Of Ct Comptroller Merf 55 Elm Street Hartford CT 06106					No		
08/08/2019	4810	CHK		Employee contribution	08/19	Employee contribution	$149.67		
				Employee contribution	08/19	Employee contribution	$207.26		
				Employee contribution	08/19	Employee contribution L	$115.50		
				Employee contribution	08/19	Employee contribution	$76.23		$548.66
Totals For Vendor: Merf - Employee									**$548.66**

Merf - Employer		State Of Ct Comptroller Merf 55 Elm Street Hartford CT 06106					No		
08/08/2019	4811	CHK		Employer contribution	08/19	Employer contribution f	$2,739.33		$2,739.33
Totals For Vendor: Merf - Employer									**$2,739.33**

Phoenix Pest Control LLC	20-5377905	1 Fall St Derby CT 06418					Yes		
08/08/2019	4812	CHK	4251	#60 CC pest control	07/19	#60 CC pest control	$200.00		
			4252	Pest control for CC tra	07/19	Pest control for CC tras	$200.00		
			4261	#5 Guardiano- Pest co	07/19	#5 Guardiano- Pest con	$400.00		
			4275	#25 Guardiano - Pest	08/19	#25 Guardiano - Pest c	$1,200.00		$2,000.00
08/08/2019	4827	CHK	4279	Sprayed DHA office fo	08/19	Sprayed DHA office for	$200.00		$200.00
Totals For Vendor: Phoenix Pest Control LLC									**$2,200.00**

Pitney Bowes		P O Box 371896 Pittsburgh PA 15250					No		
08/08/2019	4813	CHK	1013517172	Rental of postage mac	07/19	Rental of postage mach	$75.00		
				Acct. 8000090900693	07/19	Acct. 80000909006933	$1,020.99		$1,095.99
08/08/2019	4825	CHK		Inv. 1013517172-Rent	08/19	Inv. 1013517172-Rental	$75.00		$75.00
Totals For Vendor: Pitney Bowes									**$1,170.99**

Pullman & Comley, LLC	06-0662400	850 Main St P O Box 7006 Bridgeport CT 06601-7006					Yes		
08/08/2019	4814	CHK	352282	Labor and employmen	07/19	Labor and employment	$935.00		$935.00
08/08/2019	4828	CHK	353181	Labor and employee	08/19	Labor and employee m	$877.20		$877.20
Totals For Vendor: Pullman & Comley, LLC									**$1,812.20**

Purchase Power		P O Box 371874 Pittsburgh PA 15250					No		
08/08/2019	4826	CHK		Acct. 8000-9090-0693	08/19	Acct. 8000-9090-0693-3	$1,020.99		$1,020.99
Totals For Vendor: Purchase Power									**$1,020.99**

ReadyRefresh		P O Box 856192 Louisville KY 40285-6192					No		
08/08/2019	4815	CHK	19G0010673 192	water	07/19	water	$9.56		$9.56
Totals For Vendor: ReadyRefresh									**$9.56**

© 2019 Management Computer Services, Inc. (MCS)

Derby Housing Authority
Vendor Payment History Report
Payment History From: 8/1/2019 Thru: 8/31/2019 Program: Revolving Fund

Check Name	SSN / TIN	Check Address					Print 1099		
Reliable Technologies, LLC	33-1005778	49 Ford St Ansonia CT 06401					Yes		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4816	CHK	19-2720	Monthly contract host	08/19	Monthly contract hosted	$46.50		
			192721	Monthly contracted se	08/19	Monthly contracted serv	$485.00		$531.50
Totals For Vendor: Reliable Technologies, LLC									**$531.50**
Ricoh USA, Inc. - Copies		P.O. Box 827577 Philadelphia PA 19182-7577					No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4829	CHK	5057265271	Additional copies mad	08/19	Additional copies made	$81.53		$81.53
Totals For Vendor: Ricoh USA, Inc. - Copies									**$81.53**
Ricoh USA, Inc. Rental		P.O. Box 41564 Philadelphia PA 19101-1564					No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4830	CHK	102427645	Rental of copier 8/20/	08/19	Rental of copier 8/20/20	$190.98		$190.98
Totals For Vendor: Ricoh USA, Inc.- Rental									**$190.98**
Right Choice Inspection Services, LLC	41-2280314	P.O. Box 514 Bloomfield CT 06002					Yes		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4824	CHK		39 Section 8 Inspectio	08/19	39 Section 8 Inspection	$1,205.00		$1,205.00
Totals For Vendor: Right Choice Inspection Services, LLC									**$1,205.00**
Shelton Alarm System, Inc.		64 Clifton Ave Ansonia CT 06401					No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4817	CHK	45955	Replaced defective fir	08/19	Replaced defective fire	$4,074.40		$4,074.40
Totals For Vendor: Shelton Alarm System, Inc.									**$4,074.40**
Staples Credit Plan		Dept. 51 7820101268 P.O. Box 78004 Phoenix AZ 85062-8004					No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4818	CHK		Acct. 6035517820101	07/19	Acct. 60355178201012	$349.24		$349.24
Totals For Vendor: Staples Credit Plan									**$349.24**
State of CT Treasurer		1111 Country Club Rd Middletown CT 06457					No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4819	CHK		Police check on Elderl	08/19	Police check on Elderly	$75.00		$75.00
Totals For Vendor: State of CT Treasurer									**$75.00**
The United Illuminating Company		P.O. Box 1564 New Haven CT 06506-0901					No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4820	CHK		Acct. 010-0000911-97	07/19	Acct. 010-0000911-975	$486.26		$486.26
Totals For Vendor: The United Illuminating Company									**$486.26**
The United Illuminating Company		P.O. Box 1850 New Haven CT 06508-1850					No		
Pay Date	*Pay Num*	*Pay Type*	*Inv Num*	*Invoice Description*	*Period*	*Description*	*Amount*	*Void*	*Doc Total*
08/08/2019	4821	CHK		Acct. 010-0001034-63	07/19	Acct. 010-0001034-634	$14.51		
				Acct. 010-000103426	07/19	Acct. 010-00010342649	$16.81		
				#29 Guardiano	07/19	#29 Guardiano	$23.31		$54.63
Totals For Vendor: The United Illuminating Company									**$54.63**

© 2019 Management Computer Services, Inc. (MCS)

Derby Housing Authority
Vendor Payment History Report
Payment History From: 8/1/2019 Thru: 8/31/2019 Program: Revolving Fund

Check Name	SSN / TIN	Check Address	Print 1099
The United Illuminating Company		PO Box 1850 New Haven CT 06508-1850	No

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/08/2019	4822	CHK		Inv. 9100060562- Eld	08/19	Inv. 9100060562- Elderl	$1,520.85		$1,520.85
Totals For Vendor: The United Illuminating Company									**$1,520.85**

Verizon Wireless		P.O. Box 15062 Albany NY 12212-5062	No

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/08/2019	4823	CHK		Acct. Ending 6802-00	07/19	Acct. Ending 6802-0000	$81.06		$81.06
Totals For Vendor: Verizon Wireless									**$81.06**

Grand Totals:	**Total Payments:**	**43**	**$81,837.65**

© 2019 Management Computer Services, Inc. (MCS)

Derby Housing Authority
Work Order Complete/Incomplete Report
Program: State Elderly, Project: All, Created From: 8/1/2019, Created Through: 8/29/2019 11:59:59 PM, Status: All, Status Included:

Work Order By Priority

Priority	Count	Incomplete	Complete
Routine	71	5	66
Urgent	1	0	1
Inspection Other	1	0	1
Totals:	**73**	**5**	**68**

Work Order By User

User Created	Count	Incomplete	Complete	Tot. Days	Avg. Days
Prieto, Diana	68	5	63	142.00	2.25
Oczkowski, Ellen	5	0	5	6.00	1.20
Totals:	**73**	**5**	**68**	**148.00**	**2.18**

W/O #	Priority	Unit Address	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Project: Cicia Manor								
7228	Routine	Main Office	08/01/2019 08:46 AM	08/02/2019 12:00 PM	$0.00	$0.00	$0.00	$0.00
	Comments: Clean the main office.							
7229	Routine	Main Office	08/01/2019 08:48 AM	08/02/2019 11:00 AM	$0.00	$0.00	$0.00	$0.00
	Comments: Clean the community rooms at Cicia, Stygar and Guardiano Terrace.							
7230	Routine	14 Anson Street	08/01/2019 09:40 AM	08/01/2019 10:00 AM	$0.00	$0.00	$0.00	$0.00
	Comments: Would like his a/c unit adjusted.							
7235	Routine	12 Anson Street	08/01/2019 03:59 PM	08/29/2019 01:15 PM	$0.00	$0.00	$0.00	$0.00
	Comments: Overhead exhaust fan is not working. Please call Solimar first. (203) 449-4577. ***Tenant asked we call them next week 8/5/19.							
7237	Routine	Main Office	08/02/2019 03:29 PM	08/08/2019 04:00 PM	$0.00	$0.00	$0.00	$0.00
	Comments: Test fire escape lights at the three sites.							
7240	Routine		08/02/2019 03:40 PM	08/04/2019 07:00 PM	$0.00	$0.00	$0.00	$0.00
	Comments: Bring trash and recycle bins to curb.							

© 2019 Management Computer Services, Inc. (MCS)

7241	Routine		08/02/2019 03:41 PM	08/05/2019 11:00 AM	$0.00	$0.00	$0.00	$0.00
	Comments: Retrieve trash and recycle bins.							
7242	Routine	94 W. Fourth Street	08/05/2019 07:51 AM	08/05/2019 10:00 AM	$0.00	$0.00	$0.00	$0.00
	Comments: 1. Tenant states storm door closer is not working							
7243	Routine	96 W. Fourth Street	08/05/2019 09:02 AM	08/05/2019 09:30 AM	$0.00	$0.00	$0.00	$0.00
	Comments: 1. The rubber door jam is falling off door. 2. Would like for someone to check his a/c unit controls. His great grandson got ahold of his remote this weekend and he thinks he may have							
7244	Routine	70 Fifth Sreet	08/02/2019 09:00 AM	08/05/2019 02:07 PM	$0.00	$0.00	$0.00	$0.00
	Comments: A/C is not working. (on call request 8/1/19 at 5:31 pm)							
7245	Routine	24 Anson Street	08/05/2019 01:06 PM	08/05/2019 02:08 PM	$0.00	$0.00	$0.00	$0.00
	Comments: A/C is not working. (On call request 8/2/2019 at 12:46 pm.)							
7246	Routine	16 Anson Street	08/05/2019 01:08 PM	08/05/2019 01:29 PM	$0.00	$0.00	$0.00	$0.00
	Comments: Resident has no power. (on call request 08/2/2019 at 10:55 pm)							
7247	Routine	16 Anson Street	08/03/2019 01:47 PM	08/03/2019 03:00 PM	$0.00	$0.00	$0.00	$0.00
	Comments: A/C not working (on call request 08/3/2019 at 1:47 pm)							
7248	Routine	16 Anson Street	08/03/2019 08:00 AM	08/05/2019 01:53 PM	$0.00	$0.00	$0.00	$0.00
	Comments: Reset main breaker.							
7250	Urgent	50 Fifth Street	08/05/2019 11:30 AM	08/05/2019 02:29 PM	$0.00	$0.00	$0.00	$0.00

© 2019 Management Computer Services, Inc. (MCS)

Comments: Heard a loud bang. Electrical box is blinking red and no power. (On call request 8/2/19 at 2:29 am)

7251	Routine	50 Fifth Street	08/05/2019 01:00 PM	08/05/2019 02:31 PM	$0.00	$0.00	$0.00	$0.00

Comments: Believes the timer needs to be reset and would like someone to take care of this issue asap. (On call request 8/2/2/19 at 8:20 pm)

7253	Routine	16 Anson Street	08/06/2019 11:14 AM	08/16/2019 02:00 PM	$0.00	$0.00	$0.00	$0.00

Comments: Having issues with the electric baseboard heater.

7261	Routine	96 W. Fourth Street	08/08/2019 10:22 AM	08/08/2019 01:15 PM	$0.00	$0.00	$0.00	$0.00

Comments: Accidentally hit something on the a/c unit remote. Now hot air is coming out.

7263	Routine	Main Office	08/09/2019 08:42 AM	08/09/2019 11:00 AM	$0.00	$0.00	$0.00	$0.00

Comments: Clean the community rooms at Cicia, Stygar and Guardiano Terrace.

7267	Routine	Main Office	08/09/2019 11:27 AM	08/09/2019 03:00 PM	$0.00	$0.00	$0.00	$0.00

Comments: Clean main office.

7268	Routine		08/08/2019 09:00 AM	08/08/2019 03:00 PM	$0.00	$0.00	$0.00	$0.00

Comments: The leaves need to be cleared from entrance and walkways near CC main office.

7271	Routine	42 W. Fourth Street	08/13/2019 10:57 AM	08/15/2019 01:30 PM	$0.00	$0.00	$0.00	$0.00

Comments: Has a hot water leak in both kitchen and bathroom faucets.

7275	Routine	Main Office	08/16/2019 10:34 AM	08/17/2019 01:00 PM	$0.00	$0.00	$0.00	$0.00

Comments: Clean the community rooms at Cicia, Stygar and Guardiano Terrace.

© 2019 Management Computer Services, Inc. (MCS)

7276	Routine		08/16/2019 09:00 AM	08/16/2019 10:00 AM	$0.00	$0.00	$0.00	$0.00
	Comments: Leaf blow entry ramps and walkways.							
7278	Routine	56 Fifth Street	08/19/2019 09:25 AM	08/19/2019 04:00 PM	$0.00	$0.00	$0.00	$0.00
	Comments: Water is coming out foamy. Is it safe to drink? (On call request 8/16/19 2:42 pm)							
7279	Routine	18 Anson Street	08/19/2019 09:27 AM	08/19/2019 01:30 PM	$0.00	$0.00	$0.00	$0.00
	Comments: No A/C. Light is on but no air is coming out. (On call request 8/17/19 at 6:25 pm)							
7280	Routine	60 Fifth Street	08/19/2019 09:30 AM	08/19/2019 01:00 PM	$0.00	$0.00	$0.00	$0.00
	Comments: A/C isn't working. (On call request 8/18/19 at 12:37 pm)							
7281	Routine	89 W. Fourth Street	08/19/2019 09:31 AM	08/19/2019 02:15 PM	$0.00	$0.00	$0.00	$0.00
	Comments: A/C is not working. (On call request 8/18/19 at 2:55 pm)							
7283	Routine	54 Fifth Street	08/19/2019 11:26 AM	08/21/2019 02:00 PM	$0.00	$0.00	$0.00	$0.00
	Comments: There is some poison Ivy in front of porch area.							
7284	Routine		08/20/2019 10:09 AM	08/21/2019 09:00 AM	$0.00	$0.00	$0.00	$0.00
	Comments: Baby stroller near the CC manor parking lot. Please remove and dispose of.							
7285	Routine	8 Anson Street	08/20/2019 11:39 AM	08/21/2019 12:00 PM	$0.00	$0.00	$0.00	$0.00
	Comments: 1. Back burner on stove is not working. 2. Screen on the right back window needs to be fixed or replaced.							
7286	Routine	72 Fifth Street	08/20/2019 11:52 AM	08/23/2019 02:00 PM	$0.00	$0.00	$0.00	$0.00
	Comments: Freezer making loud noise and food is freezing solid like a block of ice.							

7290	Routine	54 Fifth Street	08/22/2019 08:42 AM	08/29/2019 01:00 PM	$0.00	$0.00	$0.00	$0.00
	Comments: 1.Light over the community room sink is flickering. 2. Dropped a piece of bacon at the bottom of stove and can't get to it.							
7291	Routine	18 Anson Street	08/22/2019 11:33 AM	08/22/2019 01:30 PM	$0.00	$0.00	$0.00	$0.00
	Comments: Toilet handle not working properly.							
7292	Routine	6 Anson Street	08/22/2019 01:41 PM	08/22/2019 02:15 PM	$0.00	$0.00	$0.00	$0.00
	Comments: 1.Small drip/leak coming from a/c unit. 2. Toilet not flushing properly. 3. Front screen door not closing properly.							
7294	Routine	Main Office	08/22/2019 04:13 PM	08/23/2019 11:00 AM	$0.00	$0.00	$0.00	$0.00
	Comments: Clean the community rooms at Cicia, Stygar and Guardiano Terrace.							
7295	Routine	50 Fifth Street	08/26/2019 08:48 AM	08/26/2019 04:50 PM	$0.00	$0.00	$0.00	$0.00
	Comments: 1. Toilet is making loud noise when you flush it.							
7299	Routine	4 Anson Street	08/27/2019 09:11 AM	08/27/2019 10:00 AM	$0.00	$0.00	$0.00	$0.00
	Comments: Kitchen sink spray cap came off and she can't get it back on.							
Cicia Manor			**Incomplete: 0**	**Complete: 38**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Project: Stygar Terrace								
7231	Routine	36 Stygar Terrace	08/01/2019 11:19 AM	08/02/2019 04:00 PM	$0.00	$0.00	$0.00	$0.00
	Comments: Refrigerator is freezing everything.							
7236	Routine	33 Stygar Terrace	08/02/2019 02:12 PM	08/06/2019 05:15 PM	$0.00	$0.00	$0.00	$0.00

© 2019 Management Computer Services, Inc. (MCS)

Comments: Bathroom sink is clogged and is going down very slowly.

7252	Routine	36 Stygar Terrace	08/06/2019 09:39 AM	08/06/2019 12:30 PM	$0.00	$0.00	$0.00	$0.00

Comments: Would like her a/c unit installed in window. Also has a few spots in unit that she would like touched up.

7256	Routine	13 Stygar Terrace	08/06/2019 03:16 PM	08/09/2019 02:00 PM	$0.00	$0.00	$0.00	$0.00

Comments: Needs caulking replaced on her screen door and also on her shower as well. Water keeps dripping on floor.

7257	Routine	34 Stygar Terrace	08/06/2019 03:57 PM	08/07/2019 09:30 AM	$0.00	$0.00	$0.00	$0.00

Comments: The screen is broken on the bottom of the side storm door.

7258	Routine	18 Stygar Terrace	08/07/2019 09:23 AM	08/07/2019 11:30 AM	$0.00	$0.00	$0.00	$0.00

Comments: She thinks the chain inside tank may have broken or come loose. Toilet keeps running.

7259	Routine	9 Stygar Terrace	08/07/2019 01:59 PM	08/12/2019 01:00 PM	$0.00	$0.00	$0.00	$0.00

Comments: The fan in the bathroom is making noise. Afraid it is going to have some type of electrical short.

7260	Routine	36 Stygar Terrace	08/08/2019 09:43 AM	08/09/2019 01:30 PM	$0.00	$0.00	$0.00	$0.00

Comments: Tub drain stopper will not plug. (On call request 8/7/19)

7264	Routine	Stygar Terrace	08/09/2019 03:20 PM		$0.00	$0.00	$0.00	$0.00

Comments: The men's bathroom sink in the community room is rusted.

7265	Routine	14 Stygar Terrace	08/12/2019 10:15 AM	08/12/2019 01:00 PM	$0.00	$0.00	$0.00	$0.00

Comments: There is a table and what she thinks is a chair, that have been behind her unit for awhile now. She doesn't know who they belong to, but she would like them removed.

© 2019 Management Computer Services, Inc. (MCS)

7266	Routine	1 Stygar Terrace	08/12/2019 11:09 AM	08/12/2019 02:15 PM	$0.00	$0.00	$0.00	$0.00

Comments: When he flushes the toilet it takes a very long time to for the water to fill up again.

7269	Routine	30 Stygar Terrace	08/12/2019 11:43 AM	08/21/2019 12:30 PM	$0.00	$0.00	$0.00	$0.00

Comments: 1.The temperature of her oven is off. Burning her food.
2. One of the knobs on her stove came off.

7272	Routine	Stygar Terrace	08/14/2019 02:28 PM	08/14/2019 02:45 PM	$0.00	$0.00	$0.00	$0.00

Comments: Water dripping from the side/back of refrigerator in the Stygar community room kitchen.

7273	Routine	2 Stygar Terrace	08/15/2019 08:47 AM	08/15/2019 10:00 AM	$0.00	$0.00	$0.00	$0.00

Comments: There is a swarm of bees coming from the bush outside her door, (where the fake animals are). She's been stung twice already.

7289	Routine	17 Stygar Terrace	08/21/2019 01:38 PM	08/21/2019 04:15 PM	$0.00	$0.00	$0.00	$0.00

Comments: Her night light in hallway near the bathroom is out. Needs a replacement bulb.

7293	Routine	36 Stygar Terrace	08/22/2019 02:43 PM	08/22/2019 02:44 PM	$0.00	$0.00	$0.00	$0.00

Comments: Put A/C back in window and close window.

7297	Routine	36 Stygar Terrace	08/26/2019 10:44 AM	08/26/2019 01:30 PM	$0.00	$0.00	$0.00	$0.00

Comments: 1. Needs someone to fix the window that has the A/C unit in it.

7302	Inspection Other	36 Stygar Terrace	08/28/2019 10:46 AM	08/29/2019 12:00 PM	$0.00	$0.00	$0.00	$0.00

Comments: 1.Front decking/porch has loose floorboards.
2.Front storm door closer damaged. Door will not stay open when closer slide is engaged.

7304	Routine	16 Stygar Terrace	08/29/2019 09:49 AM		$0.00	$0.00	$0.00	$0.00

Comments: Sink sprayer not working properly. Is not shutting off.

© 2019 Management Computer Services, Inc. (MCS)

7305	Routine	18 Stygar Terrace	08/29/2019 01:55 PM		$0.00	$0.00	$0.00	$0.00
	Comments: Screen in her kitchen window has a hole in it and bugs are coming in. Would like it repaired or replaced.							
Stygar Terrace		**Incomplete: 3**	**Complete: 17**		**$0.00**	**$0.00**	**$0.00**	**$0.00**
Project: Lakeview Apartments								
7234	Routine	24 Guardiano Place	08/01/2019 03:58 PM	08/05/2019 03:45 PM	$0.00	$0.00	$0.00	$0.00
	Comments: 1.Light bulb is out in the refrigerator. 2. Faucet in the bathroom is falling apart.							
7249	Routine	Guardiano Place	08/05/2019 01:58 PM	08/08/2019 03:30 PM	$0.00	$0.00	$0.00	$0.00
	Comments: Move the number #12 parking space to the 15 minute parking space.							
7254	Routine	24 Guardiano Place	08/06/2019 01:15 PM	08/06/2019 03:30 PM	$0.00	$0.00	$0.00	$0.00
	Comments: Tenant says she has bugs the size of a speck that hop. She kept a couple that she killed to help identify what they are.							
7262	Routine	28 Guardiano Place	08/08/2019 03:11 PM	08/08/2019 03:45 PM	$0.00	$0.00	$0.00	$0.00
	Comments: Can't turn off her ceiling fan.							
7270	Routine	24 Guardiano Place	08/12/2019 02:29 PM	08/12/2019 03:00 PM	$0.00	$0.00	$0.00	$0.00
	Comments: There is water coming from the bathroom (toilet) into the bedroom. She is not sure where its is coming from.							
7274	Routine	15 Guardiano Place	08/15/2019 09:39 AM	08/15/2019 05:00 PM	$0.00	$0.00	$0.00	$0.00
	Comments: There is black gunk coming out of her kitchen sink.							
7277	Routine	Guardiano Place	08/16/2019 09:00 AM	08/16/2019 11:00 AM	$0.00	$0.00	$0.00	$0.00
	Comments: Leaf blow entry ramps and walkways.							

© 2019 Management Computer Services, Inc. (MCS)

7282	Routine	23 Guardiano Place	08/19/2019 09:32 AM	08/19/2019 12:30 PM	$0.00	$0.00	$0.00	$0.00
	Comments: Fire alarm in kitchen keeps going off. (On call request 8/18/19 at 9:16 pm)							
7287	Routine	5 Guardiano Place	08/20/2019 09:00 AM	08/20/2019 11:00 AM	$0.00	$0.00	$0.00	$0.00
	Comments: Water leak coming through light fixture in living room closet. (On call request 8/19/19 at 11:26 pm)							
7288	Routine	5 Guardiano Place	08/21/2019 11:28 AM		$0.00	$0.00	$0.00	$0.00
	Comments: Prime and paint ceiling due to damaged that was caused by water leak.							
7296	Routine	Guardiano Place	08/26/2019 10:21 AM	08/27/2019 02:00 PM	$0.00	$0.00	$0.00	$0.00
	Comments: 1. Elevator smells very bad.							
7298	Routine	7 Guardiano Place	08/26/2019 11:32 AM	08/28/2019 03:45 PM	$0.00	$0.00	$0.00	$0.00
	Comments: 1. Tenants daughter states the shower head is too powerful for her mother.							
7301	Routine	Guardiano Place	08/27/2019 08:45 AM	08/27/2019 03:02 PM	$0.00	$0.00	$0.00	$0.00
	Comments: There is a foul odor coming from the elevator/hallway on second floor.							
7303	Routine	15 Guardiano Place	08/29/2019 09:39 AM	08/29/2019 12:30 PM	$0.00	$0.00	$0.00	$0.00
	Comments: Kitchen sink is still clogged and water is draining slowly.							
7306	Routine	24 Guardiano Place	08/29/2019 01:58 PM		$0.00	$0.00	$0.00	$0.00
	Comments: Top kitchen cabinet hinge is loose on door.							
Lakeview Apartments		**Incomplete: 2**	**Complete: 13**		**$0.00**	**$0.00**	**$0.00**	**$0.00**

© 2019 Management Computer Services, Inc. (MCS)

Grand Totals:	**Incomplete: 5**	**Complete: 68**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

© 2019 Management Computer Services, Inc. (MCS)