



WINDSOR HOUSING AUTHORITY
156 Bloomfield Avenue, Windsor, CT. 06095
Phone (860) 285-8090 • Fax (860) 688-7131
www.windsorha.org

2025

Board of Commissioners Meeting Minutes
April 16, 2025, at 1:00 pm
Fitch Court 156 Bloomfield Avenue, Windsor, CT 06095

MEMBERS PRESENT: Chairperson Engelman, Commissioner McKay, Tenant Commissioner Summers

MEMBERS ABSENT: None

WHA Representatives: Maria DeMarco, Darlene West

CALL TO ORDER: 12:57 pm

PUBLIC COMMENT: F. Briggs from Fitch Court and J. Dennison Fitch Court

APPROVAL/ADOPTION OF MINUTES: *A motion was made by Commissioner McKay to approve the February 19, 2025, Meeting Minutes with the seconded by Chairperson Engelman: Motion passed unanimously (3-0-0).*

TENANT COMMISSIONER REPORT: None

CHAIRMAN'S REPORT: Spoke of Veterans Appreciation Day at Fitch Court scheduled for April 24, 2025, for its Veteran Tenants with light refreshments served and Town representatives in attendance. Town of Windsor "Town of 10K Flowers"-Sunflowers initiate to plant around town, along with various stops highlighting Windsor's various neighborhoods.

FINANCIAL REPORT: Audit for the 2023 Fiscal Year ready for sign off by the Board in order to be in State Compliance. Audit findings were addressed and responses provided to the Auditors. Based on the Audit performance M. DeMarco recommends we put out an RFP for accounting firm options. The Monthly Financial report will be emailed to Commissioners at the close of this meeting.

APPROVAL OF 2023 AUDIT: *A motion was made by Commissioner McKay to approve the 2023 Audit with Windsor Housing Authority provided corrections. Seconded by Chairperson Engelman: Motion passed unanimously (3-0-0)*



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MANAGEMENT REPORT: There were 125 work orders, five (5) incomplete due to parts ordered or vendor is required for said repairs. The average time for completed work orders was 7.7 days. Fitch Court has a ninety-two (92%) occupancy rate; Millbrook Village has ninety-four (94%) with Shad Run Terrace at an occupancy rate of eighty-eight (88%). Delinquencies are down; however outstanding fees are due to tenant charges/fees/fines. There are several tenants that have other names on their mailboxes. We are working with the Post Office to remove the unauthorized names and advise tenants that this is not allowed.

NEW BUSINESS: Policy will be put in place for residents that are not current with their rent or other charges/fees/fines without an approved payment arrangement will face non-renewal of lease or convert to month-to-month lease based on 120% Market rate rent or eviction.

Windsor Housing Authority Bylaws for Commissioners in need of revision/updated.
Include a Bylaw that limits the number of absentees a commissioner may have for a Board Meeting before losing the position.

Discussion on whether or not to skip one (1) Board Meeting during the summer months (July or August.)

OLD BUSINESS: Still seeking two (2) additional Board members to fill vacancies left by Commissioner Jeffris and Commissioner Freeman.

ADJOURNMENT: 1:47 PM

A motion was made by Commissioner McKay to adjourn; Chairperson Engelmann seconded the motion. The motion passed unanimously (3-0-0).

Respectfully Submitted,
Brenda L. West