

HOUSING AUTHORITY CITY OF DERBY

30 Elizabeth St. 2nd fl.
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

Robert Lisi, Treasurer

Monique Bowen

Meeting Notice

A meeting of the Derby Housing Authority is scheduled for Thursday, November 4, 2021 @ 6:30 p.m.
The meeting will be held remotely.

Join Zoom Meeting from your Computer -

<https://us02web.zoom.us/j/87641941924?pwd=enR6azNzVFNTNVJ1VzdtcnQ3dEZEdz09>

Meeting ID: 876 4194 1924 - Passcode: 652672

One tap mobile from your Smartphone - +19292056099,,87641941924#,,,,*652672#

Dial by your telephone - +1 929 205 6099

Meeting ID: 876 4194 1924 - Passcode: 652672

The agenda for this meeting is as follows:

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF THE MINUTES – October 7, 2021

5. ADDITIONS, DELETIONS, CORRECTIONS

6. PUBLIC PORTION

7. OLD BUSINESS

- a. Monthly Update from Ken Schulz: Imagineers
- b. Monthly Report from Joan Kayser, DHA Resident Services Coordinator
- c. Update on New Subsidized Coordinator

8. NEW BUSINESS

9. SUBSIDIZED HOUSING COORDINATOR'S REPORT

- a. Financial Report
- b. Elderly Resident Complexes
- c. Miscellaneous Business /Section 8

10. ADJOURNMENT

**HOUSING AUTHORITY
CITY OF DERBY**
30 Elizabeth St., 2nd Fl.
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
Robert Lisi, Treasurer
Monique Bowen

<https://us02web.zoom.us/j/87641941924?pwd=enR6azNzVFNTNVJ1VzdtcnQ3dEZEdz09>

Meeting ID: 876 4194 1924
Passcode: 652672

Derby Housing Authority Meeting Minutes October 7, 2021

The Derby Housing Authority meeting was called to order at 6:32 p.m. by Chairwoman Fusco and was followed by the Pledge of Allegiance.

Roll Call:

Present: Linda Fusco, Chairperson, Adam Pacheco, Vice-Chairperson, Monique Bowen

Absent: Robert Lisi, Treasurer

Approval of Minutes –Meeting Minutes of the September 9, 2021 and September 21, 2021

***A motion to approve the minutes of the September 9, 2021 meeting and the September 21, 2021 special meeting as written was made by Ms. Bowen and seconded by Mr. Pacheco.
Motion carried.***

Additions, Deletions, Corrections:

***Mr. Pacheco made a motion to accept the agenda as posted. Ms. Bowen seconded the motion.
Motion carried.***

Public Portion:

No one from the public spoke.

7. Old Business

a. Monthly Report from Imagineers- Ken Schultz (attached)

Derby Housing Authority (DHA) – Imagineers Update on HCV Program October 2021

- The mailing to all Housing Choicer Voucher program participants to solicit interest to enroll in the FSS program was sent out on 9/8/21 and we have begun to get interest inquiries; we are also having the FSS coordinator attend the Derby HCV orientations to give an overview of its FSS program.
- On September 3, 2021 the HUD OIG SEMAP survey was completed and submitted prior to their deadline date of 9/8/21.
- On 9/13/21 we submitted the requested Project Based Voucher property inventory update to HUD up head of their deadline date of 10/22/21. We were successful in filling out many of the data fields they needed.
- Stygar Terrace's screen the residents going into the 2 vacancies and on 9/29/21 the inspections were conducted; we are awaiting the results of the inspections to then complete the lease paperwork effective for October 1. On 9/29/21 we were notified that one tenant has passed away; the process of screening for this vacancy will begin shortly.
- We have begun to solicit the utility consumption bills from the program participants in order to do the analysis for next year's utility allowance schedule.
- We will be contacting Linda/Ellen in the coming week to get a date for the public hearing date in preparation for the newspaper notification for Derby's Annual Plan HUD mandate
- Notification of the FSS renewal grant application is still pending.

I can be reached directly at 860-768-3345, if anyone has any questions or concerns. Thank you.
Ken Schultz

b. Monthly Report from Joan Kayser, DHA Resident Services Coordinator (attached)

September newsletter was distributed to each apartment on Sept 1.

I have contacted NVHD for the Flu shot. Info about a Flu clinic was distributed along with the newsletter but as a separate item with a return response needed. The Flu clinic is scheduled for Oct. 27th and we have 21 folks registered so far, and it will be in the October newsletter as well.

Applications have been continuing to be completed for the Rental Rebate program for 2020, so far 60+ applications have been completed by me, several residents did their own. I am still chasing several residents to get the necessary info by Thursday so I can get it to Town Hall for the deadline.

We had a blood pressure clinic on Sept 9 at Stygar and Guardiano. We are cancelling the one scheduled for Sept 30th due to the nurse, Cary Carpino, RN, death of her son and his ashes are being spread on Thursday.

Several phone calls with attorney about issue with a resident. Also, several incidents that the DPD was called but little action was taken, and little is resolved.

Broken glass was noticed in the CR at Stygar and Frank came and checked, and Derby Glass is going to replace 4 broken windows, two in the RSC office, one badly damaged in the CR and one in the Storage area. A request to repair damaged tiles on the floor of Stygar LR has been filed.

Walnut Hill Community Church continues to give out free food once a month, they give a wonderful assortment of fresh fruit and vegetables, bread items, refrigerator and freeze items and canned goods.

We are in contact with Griffin Hospital for the booster shot for the residents. Just waiting to hear on availability of the vaccine and the staff. Our residents all got Moderna so it is a wait and see about timing and if their will be a booster for Moderna.

Farm Market coupons continue to be distributed to those that qualify and USDA sent nice recipe books for each resident that have been distributed to each property.

Arrangements have been made with Remy from St. Vincent DePaul for 12 bags of food to be distributed to our lowest income, non-drivers on Thursday, Sept. 30th~

Blood Pressure clinics have been scheduled for October and I will be attending two Zoom mandatory trainings for CHOICES mostly related to Medicare Open Enrollment which opens Oct. 15 and run thru Dec. 7!

Joan M. Kayser, M.A.; RSC

9/28/2021

c. Update on New Subsidized Coordinator

Chairperson Fusco explained that Shaina accepted the DHA's offer with an evaluation in six months and she would have a performance appraisal and she would receive subsequent raises based on that and at the discretion of the sitting board at that time. She added there is a signed contract, Shaina's start date has changed to November 1st in order to give her employer adequate notice and secure daycare. Chairperson Fusco said Ellen is very busy with only working two days a week and nothing has slowed down and Diana is also doing her best to help out where she can.

8. NEW BUSINESS:

None

9. SUBSIDIZED HOUSING COORDINATOR'S REPORT: (attached)

- a. Financial Report.
- b. Elderly Resident Complexes.
- c. Miscellaneous Business/Section 8.

**HOUSING AUTHORITY
CITY OF DERBY**

30 Elizabeth St. 2nd fl.
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
Robert Lisi, Treasurer

**SUBSIDIZED HOUSING AUTHORITY REPORT
MONTH OF SEPTEMBER, 2021**

STATE ELDERLY SITES

STYGAR TERRACE

#22 Vacant
#13 Vacant (Lease up 10/1/2021)
28 Vacant

Resident Concerns:

CICIA MANOR

#18 Vacant
#20 Vacant
#22 Vacant
#40 Vacant
#52 Vacant
#70 Vacant

Resident Concerns:

LAKEVIEW APARTMET

#11 Vacant

Resident Concerns

MISCELLANEOUS

1. Paid vouchers and bills are available for review.

***Ms. Bowen made a motion to accept the Subsidized Housing Coordinator's report as written.
Mr. Pacheco seconded the motion. Motion carried.***

Adjournment

Chairperson Fusco thanked Monique Bowen for serving as a commissioner for the Derby Housing Authority, tonight was Ms. Bowen's last meeting. Chairperson Fusco adjourned the meeting at 6:41 PM.

Respectfully submitted,
Meg Martins

Meg Martins
Recording Secretary

RSC REPORT - OCTOBER 2021

Newsletters were distributed to all apartments.

CHOICES Training and updates for Medicare Open Enrollment on Oct 5, 9am – 3pm and Oct 14 10-12. Good info for new Medicare Advantage plans, was able to meet with an Aetna rep and get their handouts and new \$0 premium plans, had Connecticare, UHC and Care Partners mail out info for resident. Still waiting to hear about the new Benchmark Plans for Medicare Part D for 2022.

Finalized all Rental Rebate applications with Assessor's Office. Submitted 62 completed applications and helped several residents that were able to obtain info themselves and just needed the application form, etc.

Had two Blood Pressure clinics, Oct 14 and Oct 28. On the 28th Griffin's Lifeline rep came to speak with the residents about the Lifeline program.

Coordinated with Naugatuck Valley Health Department for the Flu Clinic which was held at the three sites on Oct 27th, over 40 residents were vaccinated, and it was a great help for those that don't drive.

Have set up a training/information session on Nov 4 with Camille is TEAM's Energy Assistance Department to review changes to the program and possibly enable Stygar residents to get some help with their electric bill.

Met with resident and Attorney Joe to resolve some resident issues, think things may be resolved.

We are on Griffin's list for Covid Vaccine booster shots when available. Have made several appts for residents at ShopRite in Derby and Griffin's Progress Dr.

Two residents taken by ambulance to Griffin, one by VA and one by Storm. Follow up one is home other still in rehab.

Helped resident get application for Smithfield Gardens, she is on the waitlist and will hopefully be moving there as soon as an opening occurs.

Did initial assessments for 4 new residents.

Joan M. Kayser, October 28, 2021

HOUSING AUTHORITY CITY OF DERBY

30 Elizabeth St. 2nd fl.
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
Robert Lisi, Treasurer

SUBSIDIZED HOUSING AUTHORITY REPORT MONTH OF OCTOBER, 2021

STATE ELDERLY SITES

STYGAR TERRACE

#22 Vacant (lease up 11/1/2021)
28 Vacant

Resident Concerns:

CICIA MANOR

#18 Vacant
#20 Vacant
#22 Vacant
#52 Vacant
#70 Vacant

Resident Concerns:

LAKEVIEW APARTMET

#11 Vacant (possible transfer)

Resident Concerns

MISCELLANEOUS

1.Paid vouchers and bills are available for review.

Derby Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 10/1/2021 Thru: 10/31/2021, 3) 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
10/06/2021		INV		Vendor Invoice Trans	10/21	Payroll Date 10/06/2021	\$2,689.76		\$2,689.76
10/13/2021		INV		Payroll Date 10/13/20	10/21	Payroll Date 10/13/2021	\$2,636.43		\$2,636.43
10/20/2021		INV		Payroll date 10/20/202	10/21	Payroll date 10/20/2021	\$2,475.66		\$2,475.66
10/27/2021		INV		Payroll 10/27/2021	10/21	Payroll 10/27/2021	\$2,380.59		\$2,380.59
Totals For Vendor: Advantage Payroll Services									\$10,182.44
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
10/07/2021	6017	CHK		Maintenance material	09/21	Maintenance materials	\$724.74		\$724.74
Totals For Vendor: Alexanders Hardware									\$724.74
Chiario's Carpet		048-58-1451	26 Clifton Ave Ansonia CT 06401				Yes		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6018	CHK	COVID/#22	#22 CC wall to wall ca	09/21	#22 CC wall to wall carp	\$1,958.81		
			COVID/CC Manor 40	#40 CC installed wall to wall and padding	09/21	#40 CC installed wall to wall and padding	\$813.19		\$2,772.00
Totals For Vendor: Chiario's Carpet									\$2,772.00
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
10/07/2021	6019	CHK		Medical Diana Prieto	10/21	Medical Diana Prieto	\$999.65		
				Medical Ellen Oczkow	10/21	Medical Ellen Oczkows	\$999.65		
				Medical Efrain Nazario	10/21	Medical Efrain Nazario	\$999.65		\$2,998.95
Totals For Vendor: City Of Derby - Finance Department									\$2,998.95
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
10/07/2021	6020	CHK		Acct.87734021300209	09/21	Acct.877340213002093	\$867.91		\$867.91
Totals For Vendor: Comcast									\$867.91
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
10/07/2021	6021	CHK		Acct. 8773402130020	09/21	Acct. 87734021300208	\$964.34		\$964.34
Totals For Vendor: Comcast									\$964.34
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
10/07/2021	6022	CHK		Acct. 8773402130020	09/21	Acct. 87734021300209	\$723.27		\$723.27
Totals For Vendor: Comcast									\$723.27
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
10/07/2021	6023	CHK		Acct. 8773402130244	09/21	Acct. 87734021302448	\$52.26		\$52.26
Totals For Vendor: Comcast									\$52.26
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
10/07/2021	6024	CHK		Acct. 8773402130229	09/21	Acct. 87734021302299	\$149.52		\$149.52
10/07/2021	6059	CHK		Acct. 8773402130229	10/21	Acct. 87734021302299	\$149.52		\$149.52
Totals For Vendor: Comcast									\$299.04

Derby Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 10/1/2021 Thru: 10/31/2021, 3) Program: Revolving Fund

Check Name	SSN / TIN	Check Address	Print 1099						
Comcast		P O Box 70219 Philadelphia PA 19178-0219	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6025	CHK		Acct. 8773402130361	09/21	Acct. 87734021303617	\$202.92		\$202.92
Totals For Vendor: Comcast									\$202.92
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
10/07/2021	6060	CHK	211000727101	Answering service usage period 9/1/2021-	10/21	Answering service usage period 9/1/2021-	\$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
10/07/2021	6026	CHK	46273	Envelopes	09/21	Envelopes	\$54.00		\$54.00
Totals For Vendor: Ever Ready Press									\$54.00
Eversource		PO Box 56004 Boston MA 02205-6004	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6027	CHK		Acct. 57828025064 -	09/21	Acct. 57828025064 - OI	\$34.00		\$34.00
Totals For Vendor: Eversource									\$34.00
Eversource		PO Box 56004 Boston MA 02205-6004	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6028	CHK		Acct. 57888560075 -	09/21	Acct. 57888560075 - St	\$867.72		\$867.72
Totals For Vendor: Eversource									\$867.72
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
10/07/2021	6029	CHK	718760000007581109	Gas card	10/21	Gas card	\$110.00		\$110.00
Totals For Vendor: Exxon Mobile									\$110.00
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
10/07/2021	6030	CHK	5240	Guard monthly lawn c	10/21	Guard monthly lawn car	\$1,000.00		\$6,000.00
			5239	CC monthly lawn care	10/21	CC monthly lawn care c	\$1,000.00		
			5241	Stygar monthly contra	10/21	Stygar monthly contract	\$1,000.00		
			5235	Guard Clean up from f	10/21	Guard Clean up from fal	\$1,000.00		
			5233	CC trimmed trees alon	10/21	CC trimmed trees along	\$1,000.00		
			5234	Stygar trimmed along	10/21	Stygar trimmed along e	\$1,000.00		
Totals For Vendor: Flik's Enterprises, LLC									\$6,000.00
FRONTIER		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
10/07/2021	6031	CHK		Acct. 203-734-5364-0	09/21	Acct. 203-734-5364-020	\$117.23		\$117.23
Totals For Vendor: FRONTIER									\$117.23
FRONTIER - Stygar		PO Box 45274 Cincinnati OH 45274-0407	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6032	CHK		Acct. 203-736-8946-0	09/21	Acct. 203-736-8946-022	\$121.64		\$121.64
Totals For Vendor: FRONTIER - Stygar									\$121.64

Derby Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 10/1/2021 Thru: 10/31/2021, 3) Program: Revolving Fund

Check Name	SSN / TIN	Check Address	Print 1099						
G E Appliances	81-1692501	P O Box 402271 Atlanta GA 30384-2271	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6033	CHK	82321	2 stoves and 2 refrigra	10/21	2 stoves and 2 refrigrat	\$944.00		\$944.00
Totals For Vendor: G E Appliances									\$944.00
Home Depot Credit Services		Dept. 32-2504992060 Po Box 78047 Phoenix AZ 85062-8047	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6034	CHK		Acct.60353225049920	09/21	Acct.603532250499206	\$1,373.99		\$1,373.99
Totals For Vendor: Home Depot Credit Services									\$1,373.99
Imagineers LLC	06-1386713	635 Farmington Ave Hartford CT 06105-2999	Yes						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6035	CHK	10012021	Admin fees earned 23	10/21	Admin fees earned 233	\$17,512.77		\$17,512.77
Totals For Vendor: Imagineers LLC									\$17,512.77
Imagineers LLC	06-1386713	635 Farmington Ave Hartford CT 06105-2999	Yes						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6036	CHK	10012021	\$27,335.37 / 12 Mo =\$	10/21	\$27,335.37 / 12 Mo =\$2	\$2,277.00		\$2,277.00
Totals For Vendor: Imagineers LLC									\$2,277.00
Jacozzi Plumbing & Cooling LLC	06-1550461	24 Sweetbrier Lane Monroe CT 06468	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6037	CHK	100983	101 A CC A/C unit not	09/21	101 A CC A/C unit not	\$297.50		
			100989	5 Guardiano repair lav	09/21	5 Guardiano repair lavat	\$143.50		
			100990	15 Guardiano clog in c	09/21	15 Guardiano clog in co	\$893.33		
			100991	23 Guardiano repaired	09/21	23 Guardiano repaired	\$992.50		
			100992	28 guardian removed	09/21	28 guardian removed e	\$295.00		
			100993	30 guardian water lea	09/21	30 guardian water leaki	\$468.00		
			100997	11 Stygar snaked drai	09/21	11 Stygar snaked drain	\$328.00		
			100999	24 Stygar Water leaki	09/21	24 Stygar Water leaking	\$436.00		
			101000	Boiler room building #	10/21	Boiler room building #1	\$2,624.03		
			101001	Stygar boiler rooms 1-	10/21	Stygar boiler rooms 1-5	\$1,760.00		
			101006	14 Guardiano Emerge	10/21	14 Guardiano Emergen	\$453.00		\$8,690.86
Totals For Vendor: Jacozzi Plumbing & Cooling LLC									\$8,690.86
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
10/07/2021	6038	CHK		Accounting services fo	09/21	Accounting services for	\$573.75		
				Accounting services fo	09/21	Accounting services for	\$877.50		\$1,451.25
10/07/2021	6061	CHK	1042021 HCV	Accounting services for HCV Program	10/21	Accounting services for HCV Program	\$675.00		
			1042021 Elderly	Accounting services for State Elderly Progr	10/21	Accounting services for State Elderly Program	\$742.50		\$1,417.50
Totals For Vendor: Janet S Wortman CPA LLC									\$2,868.75
Jeff's Appliance Inc.	06-1176423	66 Center Street Shelton CT 06484	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6039	CHK	237344	#11 Checked refrigera	09/21	#11 Checked refrigerato	\$129.00		\$129.00
Totals For Vendor: Jeff's Appliance Inc.									\$129.00

Derby Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 10/1/2021 Thru: 10/31/2021, 3) 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
10/07/2021	6040	CHK		Secretarial services fo	09/21	Secretarial services for	\$100.00		
				Secretarial services fo	09/21	Secretarial services for	\$75.00		\$175.00
Totals For Vendor: Margaret Manson Martins									\$175.00
Merf - Employee			State Of Ct-Comptroller-Merf 165 Capitol Avenue Hartford CT 06106				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6041	CHK		Employee contribution	09/21	Employee contribution	\$150.07		
				Employee contribution	09/21	Employee contribution	\$149.45		
				Employee contribution	09/21	Employee contribution	\$124.70		\$424.22
Totals For Vendor: Merf - Employee									\$424.22
Merf - Employer			State Of Ct-Comptroller-Merf 165 Capitol Avenue Hartford CT 06106				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6042	CHK		Employer contribution	10/21	Employer contribution f	\$1,859.69		\$1,859.69
Totals For Vendor: Merf - Employer									\$1,859.69
Pitney Bowes			P O Box 371896 Pittsburgh PA 15250				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6043	CHK	1019003696	Rental of postage mac	09/21	Rental of postage mach	\$84.99		\$84.99
Totals For Vendor: Pitney Bowes									\$84.99
Pullman & Comley, LLC		06-0662400	850 Main St P O Box 7006 Bridgeport CT 06601-7006				Yes		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6044	CHK	382429	Housing issue 8/11,12	09/21	Housing issue 8/11,12	\$825.00		\$825.00
10/07/2021	6062	CHK	381128	Labor and employmen	10/21	Labor and employment	\$357.50		\$357.50
Totals For Vendor: Pullman & Comley, LLC									\$1,182.50
Purchase Power			Po Box 371874 Pittsburgh PA 15250				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6045	CHK		Acct. 8000090900693	09/21	Acct. 80000909006933	\$1,020.99		\$1,020.99
Totals For Vendor: Purchase Power									\$1,020.99
Regional Water Authority - 191			90 Sargent Drive New Haven CT 06511				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6046	CHK		Acct. 211142435 - Gu	09/21	Acct. 211142435 - Guar	\$474.92		\$474.92
Totals For Vendor: Regional Water Authority - 191									\$474.92
Regional Water Authority - Elderly			90 Sargent Drive New Haven CT 06511				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6047	CHK		Acct. 2111142211-Sty	10/21	Acct. 211142211-Stygar	\$1,470.83		
			2111163233	CC water service peri	10/21	CC water service period	\$1,370.35		
			2111142369	Guard water service p	10/21	Guard water service per	\$807.69		\$3,648.87
Totals For Vendor: Regional Water Authority - Elderly									\$3,648.87
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
10/07/2021	6048	CHK	21-2622	Monthly contracted se	10/21	Monthly contracted serv	\$485.00		
			21-2620	Monthly hosted excha	10/21	Monthly hosted exchan	\$46.50		\$531.50
Totals For Vendor: Reliable Technologies, LLC									\$531.50

Derby Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 10/1/2021 Thru: 10/31/2021, 3) Program: Revolving Fund

Check Name		SSN / TIN	Check Address				Print 1099		
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
10/07/2021	6063	CHK	5062937778	Copies for period of 9/	10/21	Copies for period of 9/1/	\$82.45		\$82.45
Totals For Vendor: Ricoh USA, Inc. - Copies									\$82.45
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
10/07/2021	6049	CHK	105441088	Rental of copier billing	10/21	Rental of copier billing p	\$111.14		\$111.14
Totals For Vendor: Ricoh USA, Inc. - Rental									\$111.14
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
10/07/2021	6050	CHK	50250	#26 Guard repaired fir	10/21	#26 Guard repaired fire	\$110.00		\$110.00
Totals For Vendor: Shelton Alarm System, Inc.									\$110.00
Staples Credit Plan			Dept. 51 7820101268 PO Box 78004 Phoenix AZ 85062-8004				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6051	CHK		Acct. 6035517820101	09/21	Acct. 60355178201012	\$150.42		\$150.42
Totals For Vendor: Staples Credit Plan									\$150.42
Team Inc		06-0835182	30 Elizabeth St Derby CT 06418				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6052	CHK		October 2021 rent	10/21	October 2021 rent	\$787.10		\$952.02
				October 2021 utilities	10/21	October 2021 utilities	\$164.92		
Totals For Vendor: Team Inc									\$952.02
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
10/07/2021	6053	CHK		Acct. 0100001034-63	09/21	Acct. 0100001034-6343	\$13.94		\$132.62
				Acct. 010-0001705-46	09/21	Acct. 010-0001705-467	\$15.05		
				Acct. 010-0001705-46	09/21	Acct. 010-0001705-469	\$12.90		
				Acct. 010-0001031-45	09/21	Acct. 010-0001031-457	\$40.88		
				Acct. 010-0001034-45	09/21	Acct. 010-0001034-452	\$24.44		
				Acct. 010-0001034-63	09/21	Acct. 010-0001034-634	\$25.41		
Totals For Vendor: The United Illuminating Company									\$132.62
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
10/07/2021	6054	CHK		Inv. 9100067918 - Eld	10/21	Inv. 9100067918 - Elder	\$1,511.20		\$1,511.20
Totals For Vendor: The United Illuminating Company									\$1,511.20
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
10/07/2021	6055	CHK		Acct. 010-0000911-97	09/21	Acct. 010-0000911-975	\$126.14		\$126.14
Totals For Vendor: The United Illuminating Company									\$126.14
TK Elevator Corporation			P O Box 3796 Carol Stream IL 60132-3796				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6056	CHK	3006169052	Guardiano service dat	10/21	Guardiano service date	\$1,108.59		\$1,108.59
Totals For Vendor: TK Elevator Corporation									\$1,108.59

Derby Housing Authority Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 10/1/2021 Thru: 10/31/2021, 3) Program: Revolving Fund

Check Name		SSN / TIN	Check Address				Print 1099		
Ultimate Cleaning		06-1507077	P.O. Box 712 Orange CT 06477				Yes		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
10/07/2021	6057	CHK	4192	Weekly cleaning of all	09/21	Weekly cleaning of all 3	\$360.00		
			4191 70 CCP	#70 CC painting	09/21	#70 CC painting	\$400.00		
			4191 18 CCP	#18 CC painting	09/21	#18 CC painting	\$400.00		
			4191 20CCP	#20CC painting	09/21	#20CC painting	\$400.00		
			4191 11CCP	#11 CC painting	09/21	#11 CC painting	\$400.00		
			4191 70CCCL	#70 CC cleaning	09/21	#70 CC cleaning	\$110.00		
			4191 18CCCL	#18 CC cleaning	09/21	#18 CC cleaning	\$110.00		
			4191 20CCCL	#20CC cleaning	09/21	#20CC cleaning	\$110.00		
			4191 11CCCL	#11 CC cleaning	09/21	#11 CC cleaning	\$110.00		\$2,400.00
Totals For Vendor: Ultimate Cleaning									\$2,400.00
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
10/07/2021	6058	CHK	9889025145	Cell phones	10/21	Cell phones	\$157.38		\$157.38
Totals For Vendor: Verizon Wireless									\$157.38
Grand Totals:			Total Payments:				45		\$77,211.94

Derby Housing Authority
Work Order Complete/Incomplete Report
 Program: State Elderly, Project: All, Created From: 10/1/2021, Created Through: 10/28/2021, Status: All, Status Included: Emergency Urgent

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Routine	63	12	51	168.00	3.29
Totals:	63	12	51	168.00	3.29

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Efrain Nazario	63	12	51	168.00	3.29
Totals:	63	12	51	168.00	3.29

W/O #	Priority	Unit Address	Created Date	Completed Date	Mat	Labor	Actual	Billed
Project: Cicia Manor								
8633	Routine	85 W. Fourth Street	10/01/2021 02:35 AM	10/01/2021 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: There is no power in unit. (On call request)								
8634	Routine	96 W. Fourth Street	10/01/2021 11:08 AM	10/07/2021 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: The mechanism in the toilet is all rotted.								
8636	Routine		10/01/2021 12:13 PM	10/03/2021 06:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: Bring trash and recycle bins to curb								
8637	Routine		10/01/2021 12:14 PM	10/04/2021 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: Retrieve trash and recycle bins.								
8639	Routine	40 W. Fourth Street	10/04/2021 08:54 AM	10/05/2021 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: 1. Shower head has rust around it. 2. The exhaust fan needs to have filter cleaned or replaced. Has a lot of grease.								
8640	Routine	85 W. Fourth Street	10/04/2021 09:39 AM	10/20/2021 11:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: 1. Bathroom heater (baseboard?) is rusted out. 2. Kitchen cabinet door fell off.								

8641	Routine	101 West Fourth St. Unit: B	10/04/2021 09:46 AM	10/04/2021 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: There is ice forming in freezer near the rubber strips.							
8646	Routine	54 Fifth Street	10/06/2021 08:47 AM	10/12/2021 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: One of the clothes lines is gone. There used to be 4 lines and now there is 3.							
8650	Routine	94 W. Fourth Street	10/07/2021 12:04 PM	10/13/2021 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: The spring on her screen door came off.							
8651	Routine		10/08/2021 11:22 AM	10/10/2021 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Bring trash and recycle bins to curb.							
8652	Routine		10/08/2021 11:25 AM	10/11/2021 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Retrieve trash and recycle bins.							
8654	Routine	94 W. Fourth Street	10/11/2021 11:39 AM	10/13/2021 09:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Back burner is not working. (on call request)							
8655	Routine	89 W. Fourth Street	10/12/2021 08:53 AM	10/18/2021 10:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Can't get the glass panel back in the storm door. Would like it put back in.							
8656	Routine	85 W. Fourth Street	10/12/2021 09:29 AM	10/14/2021 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: One of the drip pans on stove needs to be replaced. Cabinet door over stove needs to be fixed.							
8657	Routine	92 W. Fourth Street	10/12/2021 09:32 AM	10/20/2021 09:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Lost his community room key. Needs a new one.							
8659	Routine	36 Fifth Street	10/12/2021 10:37 AM	10/13/2021 01:30 PM	\$0.00	\$0.00	\$0.00	\$0.00

Comments: The outside light on porch is out. Needs to be replaced.

8663	Routine	24 Anson Street	10/12/2021 01:21 PM	10/13/2021 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: 1. She has no hot water. 2. Toilet seat is broken.								
8665	Routine	4 Anson Street	10/13/2021 10:09 AM	10/20/2021 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Tenant states that only one burner is working on stove. Also check drip pans. She said they are corroded and in bad shape.								
8666	Routine	52 Fifth Street	10/13/2021 12:12 PM		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Needs apartment turnaround.								
8668	Routine	18 Anson Street	10/13/2021 01:51 PM		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Needs apartment turnaround.								
8670	Routine	20 Anson Street	10/13/2021 01:55 PM		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Needs apartment turnaround.								
8672	Routine	70 Fifth Street	10/13/2021 02:00 PM		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Needs apartment turnaround.								
8675	Routine		10/15/2021 03:23 PM	10/17/2021 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Bring trash and recycle bins to curb.								
8676	Routine		10/15/2021 03:24 PM	10/18/2021 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Retrieve trash and recycle bins.								
8677	Routine	Main Office	10/15/2021 03:27 PM	10/20/2021 01:36 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Comments: Test the fire escape light at the three sites. (Cicia Manor, Stygar Terrace, and Guardiano Terrace)

8680	Routine	62 Fifth Street	10/18/2021 09:30 AM	10/21/2021 02:53 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Needs to have drip pans replaced on stove.							
8682	Routine	50 Fifth Street	10/18/2021 01:16 PM		\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Would like the filters cleaned in her ac/heat unit.							
8684	Routine	36 Fifth Street	10/19/2021 10:40 AM	10/19/2021 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Outside porch lights are still not working.							
8685	Routine	44 W. Fourth Street	10/19/2021 11:41 AM	10/20/2021 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Bathroom sink is clogged.							
8689	Routine	12 Anson Street	10/21/2021 11:09 AM		\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Needs to have the temperature of stove/oven checked. Tried baking cake and oven cooked it too quickly and burned it.							
8690	Routine		10/22/2021 09:19 AM	10/24/2021 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Bring trash and recycle bins to curb.							
8691	Routine		10/22/2021 09:20 AM	10/25/2021 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Retrieve trash and recycle bins.							
8692	Routine	101 West Fourth St. Unit A	10/22/2021 10:59 AM	10/22/2021 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Kitchen sink is clogged.							
8695	Routine	64 Fifth Street	10/26/2021 10:04 AM		\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Toilet seat is loose. Can't get the screws to go back into place.							

8696	Routine	101 West Fourth St. Unit: A	10/27/2021 10:41 AM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Stove is not working.							

Cicia Manor	Incomplete: 8	Complete: 27	\$0.00	\$0.00	\$0.00	\$0.00
Project: Stygar Terrace						
8635	Routine	7 Stygar Terrace	10/01/2021 12:12 PM	10/04/2021 10:00 AM	\$0.00	\$0.00
	Comments: There is black water in toilet.					

8638	Routine	13 Stygar Terrace	10/02/2021 09:11 AM	10/02/2021 10:00 AM	\$0.00	\$0.00
	Comments: Bedroom door is not shutting or locking at all. (On call request)					

8642	Routine	7 Stygar Terrace	10/04/2021 10:23 AM	10/05/2021 11:00 AM	\$0.00	\$0.00
	Comments: Tenant locked herself out of unit.					

8644	Routine	33 Stygar Terrace	10/04/2021 03:41 PM	10/04/2021 03:50 PM	\$0.00	\$0.00
	Comments: The front porch light is out.					

8645	Routine	36 Stygar Terrace	10/05/2021 01:33 PM	10/05/2021 02:00 PM	\$0.00	\$0.00
	Comments: Outside light is out. (left side)					

8648	Routine	24 Stygar Terrace	10/06/2021 03:17 PM	10/06/2021 03:30 PM	\$0.00	\$0.00
	Comments: Took out a/c and the top window came down and he can't get it to stay back up.					

8658	Routine	17 Stygar Terrace	10/12/2021 10:35 AM	10/13/2021 11:00 AM	\$0.00	\$0.00
	Comments: Would like A/C unit removed from window.					

8660	Routine	Community Room	10/12/2021 10:53 AM	10/13/2021 11:00 AM	\$0.00	\$0.00

Comments: Community room is out of paper towels.

8664	Routine	13 Stygar Terrace	10/12/2021 02:21 PM	10/14/2021 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
------	---------	-------------------	---------------------	---------------------	--------	--------	--------	--------

Comments: 1. Night light in small hallway is out. Needs light bulb replaced.
 2. The red light above the bathroom door does not work.
 3. Refrigerator and freezer door won't open all the way. When she tries to open it all the way, it damages the paint on wall.
 4. Would like to know what the sprinkler looking thing on the ceiling that is over the stove in the kitchen is for.

8669	Routine	28 Stygar Terrace	10/13/2021 01:53 PM		\$0.00	\$0.00	\$0.00	\$0.00
------	---------	-------------------	---------------------	--	--------	--------	--------	--------

Comments: Needs apartment turnaround.

8674	Routine	23 Stygar Terrace	10/14/2021 03:00 PM	10/15/2021 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
------	---------	-------------------	---------------------	---------------------	--------	--------	--------	--------

Comments: The kitchen closet door needs to be adjusted. Is rubbing on floor and it's hard for him to open.

8683	Routine	1 Stygar Terrace	10/19/2021 10:18 AM	10/19/2021 01:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
------	---------	------------------	---------------------	---------------------	--------	--------	--------	--------

Comments: Bathtub is clogged.

8686	Routine	11 Stygar Terrace	10/19/2021 02:15 PM	10/19/2021 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
------	---------	-------------------	---------------------	---------------------	--------	--------	--------	--------

Comments: Sink is clogged again. (third time)

8693	Routine	13 Stygar Terrace	10/25/2021 10:36 AM	10/25/2021 11:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
------	---------	-------------------	---------------------	---------------------	--------	--------	--------	--------

Comments: The hallway night light is out again. Only worked for a couple days.

8694	Routine	Community Room	10/26/2021 09:48 AM	10/26/2021 10:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
------	---------	----------------	---------------------	---------------------	--------	--------	--------	--------

Comments: Joan called to inform the office that there is a lot of water coming in from the community room ceiling.

Stygar Terrace		Incomplete: 1	Complete: 14		\$0.00	\$0.00	\$0.00	\$0.00
----------------	--	---------------	--------------	--	--------	--------	--------	--------

Project: Lakeview Apartments								
------------------------------	--	--	--	--	--	--	--	--

8643	Routine	14 Guardiano Place	10/04/2021 02:29 PM	10/21/2021 11:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
------	---------	--------------------	---------------------	---------------------	--------	--------	--------	--------

Comments: Plumber came out last week to fix toilet. He told him to call the office and let us know that the tiles are loose around the toilet.

8647	Routine	15 Guardiano Place	10/06/2021 02:31 PM	10/17/2021 11:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: A/C-Heat pump is still rattling/vibrating on wall. Tenant can't sleep because of the noise.								

8649	Routine	Guardiano Place	10/07/2021 10:03 AM		\$0.00	\$0.00	\$0.00	\$0.00
Comments: The lights are flickering in the elevator at. They look like they are going to go out. (Called in by E. Lucuk)								

8653	Routine	12 Guardiano Place	10/08/2021 02:46 PM	10/11/2021 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: 1. Kitchen sink faucet is leaking from the base. 2. There are spiders coming out from the exhaust fan.								

8661	Routine	24 Guardiano Place	10/12/2021 10:59 AM	10/13/2021 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: Kitchen faucet is leaking at times.								

8662	Routine	Community Room	10/12/2021 11:07 AM	10/13/2021 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: Toilet paper holder is broken in one of the bathrooms in the community room. Also refills needed on all paper products in the community room.								

8667	Routine	19 Guardiano Place	10/13/2021 01:33 PM	10/21/2021 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: 1. She can't open the closet door across from bathroom. 2. Window in kitchen will not close.								

8673	Routine	11 Guardiano Place	10/13/2021 02:02 PM	10/25/2021 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: Needs apartment turnaround.								

8679	Routine	16 Guardiano Place	10/17/2021 01:54 PM	10/17/2021 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: Would like assistance removing couch from their porch. (On call request)								

8681	Routine	15 Guardiano Place	10/18/2021 12:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: 1. Track is off window in living room. Can't open window. 2. One of the kitchen drawer panels came off. 3. There is paint chipping all over the bathroom. Would like to know if it can be repainted or touched up.							
8687	Routine	24 Guardiano Place	10/20/2021 10:11 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: Needs the heat checked. She turned it on and doesn't appear to be working. Also would like to have the filters cleaned.							
8688	Routine	21 Guardiano Place	10/20/2021 01:54 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: Would like the filters in his a/heat unit cleaned.							
8697	Routine	6 Guardiano Place	10/27/2021 01:53 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments: 1. Fan in the kitchen is still not fixed. 2. The bottom border near floor needs to be glued. 3. There are holes that need to be repaired both on the screen door and on the stove (bottom). 4. Needs two drip pans for stove. (1) large and (1) small. 5. Needs new blind for the bathroom and bedroom. She said they were both broken when she moved in. 6. Needs insulation put in around screen door. 7. The oven temperature needs to be checked. Her food keeps burning when she uses the oven.							
Lakeview Apartments		Incomplete: 3	Complete: 10	\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals:		Incomplete: 12	Complete: 51	\$0.00	\$0.00	\$0.00	\$0.00