



## EXECUTIVE DIRECTOR REPORT

July/August 2021

### Occupancy

We currently have two units (Everett Gardens & Everett Gardens Expansion) offline to allow residents to use the restroom while bathrooms are being worked on.

**284 Thoreau St.** – we have applied for funding through the Vacant Unit Turnover Initiative to rehab this handicapped unit. It is expected it will take some time before completion.

**15 Bedford Ct.** – this unit is awaiting a bathroom remodel. We have reached out for proposals, however, due to the climate it has been difficult to find contractors.

**417 Old Bedford Rd.** – This unit requires a lottery. We are meeting with Liz Rust and her team to review the process.

### Maintenance

Maintenance has been working diligently on several issues including a septic problem at Bedford St., Bedford St. health and safety inspections and lawn cutting. We would like to apply through either CPA or free cash for porches at Everett Gardens Expansion. Mark is working on a cost per unit to begin scope of work.

### Repositioning

The application has been submitted and will be moving forward to the management team at HUD. Our representative feels that it should be an easy process at that point.

### SHERA Program

The Subsidized Housing Emergency Rental Assistance (SHERA) Program is a federally funded emergency housing assistance program for renters in public and affordable housing impacted by COVID-19. The CHA has reached out to residents who have outstanding balances to apply for funds on their behalf.

### Resident Services Coordinator

I am thrilled to inform the board that we have hired a Resident Service Coordinator. Jamara Exilus will join us the week of August 9. Ms. Exilus is currently a Resident Service Coordinator for a non-profit affordable housing development in Medford and has a BS in Community Health from Worcester State University. Ms. Exilus has an extensive background working with residents of all socio-economic backgrounds. We are looking forward to having her on board.

### Administrative Assistant

In early July, we hired an Administrative Assistant/Bookkeeper. Unfortunately, due to personal medical reasons, she was unable to continue employment. We will be advertising. In the meantime, we are fortunate to have Laura LoVuolo working to continue CHA's administrative functions.

### Resident Cookout – PBT

We will host a cookout for all residents of the CHA on Thursday, August 12 at 12 PM at Peter Bulkeley Terrace. All are welcome.

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**Professional Development**

Staff has participated in CHAMP training & Rent Calculations – Assets.

Upcoming Board Member Certification Trainings include:

Legal Issues – 9/18

Ethics – 10/23

**Upcoming Events**

MassNAHRO will hold their 2021 Annual Conference on September 19-22 at the Sea Crest Hotel, North Falmouth. Agenda should be posted shortly.

