Village of Nyack Housing Authority

15 Highview Court, Nyack, New York 10960
(845) 358-2476

Monthly Board Meeting Agenda
Webinar Meeting
June15, 2021
6:30 pm

Board Members

Sonya Rogers
Chairperson

Nicole Ross
Vice Chairperson

Nicole Hines
Treasurer

Raquel Rodriquez
Secretary

Drew Burke
Commissioner

Dara Joseph
Commissioner

Linda Pappalardo
Commissioner

Toni Keys
Executive Director

1. Call to Order
2. Roll Call
3. Approval of the May meeting minutes
4. Public comment on agenda items
5. Bills & Communications – (a-f to be approved together)
   a) Summary of Accounts and Reserve Commitments
   b) Report of NYS Accounts
   c) Report of NYS Reserve Fund Expenditures - none
   d) NYS Quarterly report -none
   e) Report of HUD Accounts
   f) Investment Report
6. Section 8 Voucher Program Report
7. Executive Director's Report
8. Officers' and Committee Reports
9. Old Business
   a) Direct email for communication w/ Board update
10. New Business
    a) Clarification of meeting attendance
    b) Increase board member stipend
11. Comments and Questions from the public
12. Executive Session
    a) Tenant legal matters
13. Adjournment

NOTE: Executive Session is used for discussion of legal, personnel, or employee matters.

0002 Village of Nyack Housing Authority
Board Meeting
May 18, 2021/ 6:30 PM
ZOOM Webinar Meeting

Present: Sonya Rogers, Nicole Ross, Nicole Hines, Drew Burke, Dara Joseph and Linda Pappalardo

Also present were: Toni Keys, Executive Director (ED); Carl Finger, VNHA Attorney, and Shelly Flanagan-Ramos, Housing Program Assistant

Absent: Raquel Rodriguez

Call to order:
After a brief discussion about the webinar and how it works, to include the chat feature. A quorum of directors was present. Sonya Rogers called the meeting to order at 6:38 pm.

Nicole Hines made a motion to move into Executive Session, second by Linda Papparlardo. Carl Finger attorney interjected to inquire how it would work technically and how the Executive Session worked in the past. Nicole Hines mentioned that the meetings are usually long and she wanted to have the discussion first unless a guarantee could be made that the meeting would not be long and there would be enough time to move into Executive Session for discussion of the matter, she would withdraw her motion. After a discussion on the technical aspect of moving into Executive Session, Sonya Rogers made a motion to table the discussion until the end of the meeting, seconded by Linda Papparlardo and carried by all.

Approval of Minutes:
Sonya Rogers questioned comment in reference to the chat on page 3 of the minutes. She requested clarification on the ability of the community to comment via chat, who would be reading the chats and the process. Further discussion pursued in reference to chats and the community's ability to interject during the meeting. It was clarified that the community could chat during the meeting.

Nicole Hines, mentioned that her name was spelled incorrectly in the minutes. Shelly Flanagan-Ramos indicated she would make the corrections.

Dara Joseph made a motion to approve the May minutes, on a second by Nicole Hines the April 2021 minutes were approved and carried by all.

The annual minutes were reviewed with no changes, to be approved at the 2021 annual meeting.

Public Comments on agenda items:

Sonya Rogers appointed Linda Papparlardo as Secretary in Raquel Rodriguez' absence, to read the chats.

Linda Pappalardo read the only question, "I would like the board to take under consideration a letter sent to all board members from the staff regarding the salary increase during the budget discussion". Dara Joseph asked Sonya Rogers if she wanted her to comment on that, and Sonya Rogers allowed.

Dara Joseph acknowledged receipt of the email and would get back to staff at another time. Shelly Flanagan-Ramos inquired if she could have a date when the board would get back to staff. Dara Joseph stated the members just received the email today and since most of them had jobs, they have not all had an opportunity to read the letter and they wanted to take time to read it and have time if there was information that needed to be obtained by other sources to respond accordingly; therefore, they were unable to give a date at this time.

There were no other comments from public

Bills and Communications (financial reports):
Nicole Hines inquired about item 5c, trenching for landscaping. The ED explained that the cost in question, covered the trenching to install the fiber for the CCTV - security cameras. Drew Burke requested clarification if the cost was covered by the CCTV grant awarded by the state. The ED explained that this cost for the trenching was not part of the grant and would be covered using reserve operating funds.

Nicole Hines also inquired about Marino & Sons on the same report, she wanted to know if the cost covered doors and locks at Waldron Terrace (WT) or Depew Manor (DM) and what #3 & #4 was. The ED clarified that payment was for WT and 3&4 represented the number of the payment request form for grant funds.

On a motion made by Nicole Hines and seconded by Linda Papparlardo, the Bills and Communications were approved unanimously.

Section-8 Voucher Report: Nicole asked if the housing authority was issuing vouchers, even with the list closed and if the applicants were from Nyack. The ED replied, yes. Sonya Rogers inquired how many people contacted, the ED informed the board that 10 applicants were contacted via mail.

Nicole Hines made a motion to accept the Section 8 voucher Report, Sonya Rogers seconded, five in favor, Dara Joseph abstained.

Executive Director Report:

The ED updated the board on changes in the cost of the four-bedroom conversion information stated in the second paragraph of her report. She explained that she reached out to the consultant because the number in the cost estimate didn't seem to increase by much and she was aware of the increased cost in construction so she questioned the number and the consultant updated his report to a cost of approximately $591,000.

The ED wanted to highlight items on the report, first the letter from the mayor in reference to the Village's denial of the annual increase for the VONHA staff; second, she asked if the agreements between the VONHA and the Village of Nyack are in writing. She also wanted to clarify that the Village has no financial obligation to the housing authority's salaries for the staff. She further explained she informed staff about the annual increase and made the changes to the budget to remove the salary increase which is part of the board packet. Reminded the board they needed to approve the adjusted budget, NHAC agreement which need to be approved, need a vote on conversion and make committees official from the workshop meeting, final resolution on emails.

Drew Burke stated that he did not receive a copy of the letter from the Mayor, Dara Joseph indicated that Drew Burke was at the meeting. Sonya Rogers explained that she sent it to him but he said he did not receive it. Carl Finger asked, if there was a meeting where the letter was given to the board. Dara Joseph responded, that there was not. Drew Burke further stated that he had a discussion with Sonya Rogers in which she told him that she did not have to send it to the full board. Sonya Rogers indicated that she did not say that. Sonya Rogers said she would send Drew Burke a copy of the letter, but the ED reminded Sonya Rogers that under her direction she included the letter in the board packet so Drew Burke should have a copy. Dara Joseph recommended that Sonya Rogers send the letter to Drew Burke via email so that he was able to find it easily, Sonya Rogers agreed to send it to Drew Burke. Sonya Rogers assured Drew Burke that he will always be included on everything that is received.

There was a brief discussion on how and when chats would be read. Carl Finger and Sonya Rogers clarified those comments would be read at public comments sections.

Nicole Hines had a question on the budget provided with the board packet, she asked the ED to explain where the salaries were listed on the included budget. The ED responded, they were account 4120 and 4402. Nicole Hines also asked for clarification on the budget year column referring to the prior year actuals because they stated 2019. The ED explained that the actual would always be on the year end that had been audited. Due to Covid 2020 has been delayed. Nicole Hines also wanted to know if the amounts included the salaries approved by the board. The ED explained that the numbers in the budget attached, did not include the raise as the Village had not approved it.

On a motion to accept the Executive Directors report by Nicole Hines and seconded by Sonya Rogers, the motioned carried by all.

Officer's and Committee Reports: None

Old Business:

On a motion by Nicole Hines the plans for the four-bedroom conversion will be discontinued and the ED will under take whatever steps are necessary to do so and rehabilitate the units in their present configuration, seconded by Linda Papparlardo, carried by all. There was additional conversation after the vote in reference to the how the rehabilitation was to be done. The ED explained she planned to move forward to get the work done in the quickest most efficient and cost-effective manner. After further discussion Dara Joseph wanted to go to bid, the ED explained that the housing authority would have to have a consultant provide a scope of work. The ED explained the she would have to reach out to the consultant and DHCR. Based on the conversation the board directed the ED to provide the board with a plan as they would be part of the decision making for the ongoing project. The ED gave an overview of the process they would be involved in: The ED clarified that this project would be worked on with the board and she was to provide the board with a time line, time line would be approved by board, then would go to bid, come back to board with bids, then approve and move forward. The board confirmed.

The board is working on getting the direct emails set up and will get back to me with information. On a motion by Dara Joseph a board email will be set up for board members to receive direct emails, seconded by Sonya Rogers. A discussion pursued. Dara Joseph suggested that an automatic reply be sent to the sender of the message indicating that, "While we are acknowledging receipt of the email, all questions and concerns will go to the ED or the office that we will be forwarding this

information". The attorney clarified that his specific concern was that the board would receive information that was not forwarded to the ED, if there would be an auto reply and auto forward there should be no problem. Dara Joseph explained that the board will have access, and the reply will indicate that the sender will need to contact the office for emergencies, etc. The verbiage in the email will make it clear so that the receiver understands it is necessary to contact the office with emergencies. Linda Papparlardo wants the response to be in three language, English, Spanish and Creole.

The vote was taken and carried by all.

Sonya Rogers confirmed that there will be one committee, an audit committee which would consist of the officers only. The officers were clarified, Sonya Rogers,

All questions and concerns with the budget update were discussed during the ED's report.

New Business:

Sonya Rogers asked if the members were ready to move to in person board meetings. After a brief discussion Dara Joseph made a motion to revisit the question in October 2021, seconded by Linda Papparlardo. Sonya Rogers amended the motion to address monthly, no second. Nicole Hines amended the motion to follow what the school board does and in accordance to any changes by the governor, no second. Dara Joseph amended her original motion, that we VONHA will be in line with what the local school district is doing unless there is an order by the governor that says differently, seconded by Sonya Rogers, carried by all.

Comments and Questions from the Public:

Donna Lightfoot, asked how many units were available and the question was answered by the ED.

Someone asked if the email address being set up is for the tenants. Nicole Hines responded that it is being set up through board members for the tenants. Answer, it is for tenants to respond and ask for help, Linda Papparlardo, read by Linda Pappalardo.

Nicole Ross inquired about information mentioned in the Manager's letter sent to tenants. She asked if seeding is part of the landscaper's contract. The ED explained that for an additional cost the landscapers will seed. However, the housing authority has provided seeds for tenants for many years. The purpose is if tenants want to seed a small area in front of their units.

Nicole Ross, also said she was asked about the quality of the new locks and door knobs being installed. The ED explained the door locks and knobs were installed to code and tenants should contact the office with any additional questions so they can be given the information when they call.

Linda Papparlardo, interjected that there was another comment in reference to the seeding. The question was if the housing authority provided top soil as well. The ED explained they do not provide top soil to tenants only a small amount of seeds, when requested.

Dara Joseph, indicated that she likes to be proactive and why couldn't the housing authority send a notice to tenants when projects are worked on instead of waiting for tenants to ask questions. The ED explained that the housing authority does send letters informing the tenants about projects.

Nicole Ross, directed Linda Papparlardo to another comment in the chats. The tenant asked about some areas in front of apartments that have dirt and how we handle that. The ED explained that the there are some dirt areas now from the trenching and that anytime there is a problem with dirt areas the housing authority takes care of it with the landscaper.

Nicole Hines read another comment from a tenant requesting a community garden at Depew Manor. The ED explained they just purchased two raised beds for DM, and WT tenants have their own front yard areas where tenants can plant. Donna Light-Foot said she would help facilitate a garden at DM. The board liked the idea, and included WT.

Shelly Flanagan-Ramos clarified that all questions were from Donna Light-Foot. Linda Papparlardo confirmed.

Nicole Ross asked for clarification on the visitor parking. It was discussed that the manager's letter stated visitors 'couldn't park overnight in visitor's parking. The ED explained it had to be an error, because visitors can park in visitor parking as long as it isn't overnight for more than 14 consecutive days.

Nicole Ross informed the board that there was a question in the chat that inquired about why children could not write on the blacktop with chalk. The ED explained that the children can write on the sidewalks with chalk but the parents were responsible to remove the chalk in a reasonable time. Dara Joseph voiced her concerns with the practice and requested the ED come up with a time frame for the chalk to be removed to avoid any confusion. The ED expressed her concerns as well and after an animated discussion, the ED will provide a copy of the Manager's report to the board each month with the packet. However, there was no resolution to encourage people to direct questions to the office to so that their concerns can be addressed and resolved.

Linda Papparlardo read another question from the chats, the question was when will the machines be changed in the laundry room. The ED explained we are working on it and will notify tenants when the decision is made.

With no further comments from the public, Nicole Hines made a motion to move into at 8:00pm Executive Session to discuss personnel, seconded by Sonya Rogers and the motion was carried by all.

At 8:35p.m. a motion was made by Drew Burke and seconded by
Linda Papparlardo to move out of Executive Session, the motion was carried by all.

On a motion by Sonya Rogers, seconded by Drew Burke the meeting adjourned at 8:36p.m.

Respectfully submitted by,

_____5/18/2021

Toni Keys, Executive Director

Village of Nyack Housing Authority
Summary Report on All Cash Accounts May 2021

NYS Public Housing Accounts		**November**
Sterling National Bank Administrative fund - Checking	$	135,051.30
Sterling National Bank Administrative fund - MM	$	31,883.63
Sterling National Bank Reserve Fund - Checking	$	35.65
Sterling National Bank Reserve Fund - MM	$	25,296.54
Sterling National Bank Security - Checking	$	3,310.17
Sterling National Bank Security - MM	$	5,778.51
Section 8 Voucher Program Accounts		
Sterling National Bank Section 8 Existing - Checking	$	54,666.61
Sterling National Bank Section 8 - Money Market	$	367,175.50
Village of Nyack Housing Authority Investment Accounts		
Reserves	$	1,444,853.69
Security	$	15,893.38
Section 8	$	43,985.93
Total all NYS Accounts	$	201,355.80
Total all Section 8 Accounts	$	421,842.11
Total all cash accounts	$	623,197.91
Total investment accounts	$	1,504,733.00
Total all accounts	$	2,127,930.91

NYS Public Housing Future Commitments of Reserve Funds

projects that I am currently aware of estimated cost (estimates pre COVID)

DM laundry room	$	73,608.00
DM bathroom	$	52,383.00
Doors and locks	$	165,554.00
Lighting	$	147,000.00
Total	$	438,545.00
less projects on hold	*$*	*125,991.00*
	$	312,554.00

NYS Public Housing Tenant Security Accounts held by Sterling Bank

Tenant Security accounts WT	*$*	*60,040.21*
Tenant Security accounts DM	*$*	*27,194.68*
	$	*87,234.89*

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Village of Nyack Housing Authority
New York State Program
Report on Cash Accounts - May 2021

STERLING NATIONAL ADMINISTRATIVE FUND - CHECKING			
	Opening Balance	***$***	***92,319.82***
Reciepts-Rents		$	129,562.53
PSH management fee		$	5,000.00
laundry		$	969.00
	Total receipts/receivables	**$**	**135,531.53**
cleared disbursements		$	(43,081.34)
tenant check bounced		$	(940.00)
payroll		$	(48,778.71)
	Total subtractions	**$**	**(92,800.05)**
	Closing Balance	***$***	***135,051.30***
STERLING NATIONAL ADMINISTRATIVE FUND - MM			
	Opening Balance	***$***	***31,882.26***
interest @ 0.0500%		$	1.37
	Closing Balance	***$***	***31,883.63***
STERLING NATIONAL RESERVE FUND - CHECKING			
	Opening Balance	***$***	***77,738.05***
cleared disbursements		$	(77,702.40)
	Closing Balance	***$***	***35.65***
STERLING NATIONAL RESERVE FUND - MM			
	Opening Balance	***$***	***25,295.45***
interest @ 0.0500%		$	*1.09*
	Closing Balance	***$***	***25,296.54***
STERLING NATIONAL SECURITY - CHECKING			
	Opening Balance	***$***	***3,444.87***
security payments		$	***(134.70)***
	Closing Balance	***$***	***3,310.17***
STERLING NATIONAL SECURITY - MM			
	Opening Balance	***$***	***3,135.60***
tenant deposit accounts closed		$	*2,642.73*
interest @ 0.0500%		$	0.18
	Closing Balance	***$***	***5,778.51***
	Balance all NYS accounts	***$***	***201,355.80***

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Village of Nyack Housing Authority

HUD Program Cash Account

Report on Cash Accounts for May 2021

STERLING NATIONAL BANK SECTION 8 - CHECKING

	Opening Balance	***$***	***24,837.65***
from HUD S8 HAP		$	222,225.00
from HUD S8 Admin		$	18,249.00
Landlord reimbursed HAP		$	1,179.00
recoupments due to unreported income		$	4,742.32
Direct depostis to LL		$	141,970.28
	Total addiditons	**$**	**388,365.60**
Direct depostis to LL		$	(141,970.28)
cleared checks		$	(216,566.36)
	Total subtractions	**$**	**(358,536.64)**
	Bank balance end of month	***$***	***54,666.61***

STERLING NATIONAL BANK SECTION 8 - MONEY MARKET

	Opening Balance	*$*	*367,151.79*
interest @0 .0800%		$	23.71
	Total debits/credits	$	23.71
	Bank balance end of month	***$***	***367,175.50***

Total all HUD cash accounts ***$*** ***421,842.11***

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Village of Nyack Housing Authority
Monthly Investment Report and Plan
as of May 2021

MONEY MARKET - Available Cash

Item	Maturity Date	% Yield to Maturity	Quantity Purchased	Totals	Estimated Annual Income
NYS Reserve				$314,018.51	
Section 8				$985.93	
			Total	*$315,004.44*	

NYS Reserve CD(s)

Item	Maturity Date	% Yield to Maturity	Quantity Purchased	Current Market Value	Estimated Annual Income
First Genl Bank	11/7/2022	0.050%	$100,000.00	$99,870.20	$50.00
BMW Bank of North America	8/9/2021	1.600%	$200,000.00	$200,625.00	$3,200.00
Merrick Bank	5/27/2022	0.300%	$140,000.00	$140,223.02	$420.00
Goldman Scachs	10/21/2021	0.050%	$100,000.00	$100,000.00	$50.00
Goldman Scachs	7/28/2022	0.100%	$100,000.00	$99,953.20	$100.00
Lakeland Bank	12/10/2021	0.200%	$140,000.00	$140,097.86	$280.00
Beal Bank	7/14/2021	0.100%	$75,000.00	$75,000.00	$75.00
Industrial&Coml	10/20/2022	0.150%	$175,000.00	$175,023.80	$262.00
Safra Natl Bank	11/15/2021	0.150%	$100,000.00	$100,042.10	$150.00
		Totals	*$1,130,000.00*	*$1,130,835.18*	*$4,587.00*

Section 8 CD(s)

Item	Maturity Date	% Yield to Maturity	Quantity Purchased	Current Market Value	Estimated Annual Income
Midfirst Bank	9/17/2021	0.020%	$43,000.00	$43,000.00	$8.00
		Totals	*$43,000.00*	*$43,000.00*	*$8.00*

Total Month Investments/ Estimated annual income	*$1,173,000.00*	*$4,595.00*
Total Market Value & Money Market	*$1,488,839.62*	
total quanity plus mm	*$1,488,004.44*	

CURRENT POLICY AND PLAN

Policies:

1. All investments of 3 years or under maturity length.
2. Commingling of funds is prohibited.
3. US Treasury issues only are approved for public funds; CDs may be purchased if yield is greater than T-notes/T-bills, but board must be informed.
4. All action to be reported monthly to Board.

Recommend action: Continue to reinvest as CD's mature

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VILLAGE OF NYACK HOUSING AUTHORITY

15 Highview Court ▪ Nyack ▪ New York ▪ 10960

Section 8 Program

Program Information for the month of May 31, 2021

Monthly Summary:
Program operates as normal.

Accomplishments:
Providing applicants vouchers

Current voucher utilization rate:
77% *considering number of voucher allocated by HUD*

Current dollar utilization rate:
91% *considering number of dollars allocated by HUD*

Barriers/Concerns: *Cost of apartments are higher than HUD's FMR*
Outreach Efforts: *The Section 8 waiting list will be kept opened indefinitely*
Plans to increase utilization rate **:** *contacting applicants from the waiting list*

ALLOCATIONS AND PAYMENTS	
1. *Maximum number of vouchers allocated by HUD, but to be issued within the limits of the dollar amount of the monthly HAP Payment (paid by HUD)*	*Maximum # of Vouchers* 236
2. *Monthly HAP Payment received from HUD*	*Monthly HAP* $222,225
3. Monthly HAP Payables	$202,038
VOUCHERS	
4. *Total Current participants (total vouchers under HAP contract at the end of the month, including enhanced vouchers & 0 HAP, but not port ins #6)*	182
5. *Vouchers being administered by other agencies for VNHA- port out*	1
6. *Vouchers being administered by VNHA for other agencies -port in (not included in #4)*	0
7. *Number of project based vouchers under HAP contract with Pine Street Homes leased - total PBV is 28 (this amount included in #3)*	23
8. *PBV with vacancy payment*	0
9. *Number of enhanced vouchers at Tallman Towers (this number is included in #3)*	11
10. *Total HAP for enchanced vouchers*	$11,144
11. *New vouchers issued but not yet under a HAP contract at the end of the month*	0
TERMINATIONS/END OF PARTICIPATION	
12. *Total amount of participants that were terminated*	1
13. *Total amount of participants that declined participation*	0
14. *Deceased tenants*	1
15. *Total End of Participation (EOP)*	2
16. *Zero HAP*	0
MISC INFORMATION	
17. *VNHA owned units leased (this amount is included in #4.)*	30
18. *Hard to House families that leased or moved during the month (household with three or more minors) from VMS report*	0
19. *Participants who's voucher has been reinstated*	0
20. *HAP Contracts/leases after the 1st of the month (includes any prorated payments for leases dated after the 1st of the month including initials and moves)*	0
21. *Dollar amount for HAP Contracts and leases after the 1st of the month (#12)*	
22. *Total Fraud Recovery for May (includes HUD & PHA portion)*	$885
ASSET INFORMATION	
23. *Net restricted assets for April*	$76,785.00
24. *Unrestricted assets for April*	$195,418.00

VILLAGE OF NYACK HOUSING AUTHORITY
EXECUTIVE DIRECTOR'S REPORT

June 11, 2021

JUNE 2021 REPORT

1. Since our last meeting

The budget has not been approved as of yet. As previously discussed, the VONHA board will be addressing annual increases with the Village board. VONHA board to approve budget in its entirety for submission to DHCR. Please keep in mind the budget was due to DHCR the end of February 2021.

2. NYS Public Housing Program

We currently have two -1bedroom apartments and one studio vacant at Depew Manor. There are also two 2-bedroom apartments; four 3-bedroom units and four 4-bedroom apartments vacant at Waldron Terrace. There are 695 applicants on the waiting list.

3. Section 8 Housing Choice Voucher (HCV) Program

We currently have 2205 applicants on the section 8 active waiting list. The section 8 waiting list remains closed.

4. Nyack Housing Assistance Corp (NHAC)/ Pine Street Homes (PSH)

The NHAC agreement was provided at the last meeting, will this be approved at the June meeting?

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5. VONHA Grant Funded Projects

Lighting and Cameras (CCTV) for both sites (WT-DM)
The CCTV contractor has almost completed this project.

The lighting materials have been received and the new lights will be installed at Waldron Terrace next week.

Locks and doors for Waldron Terrace & Depew Manor
The contractor has been installing most of the doors at Waldron Terrace. They are waiting for the doors for the units that were going to be converted and the doors for the main entrances at Depew Manor.

6. VONHA Funded Projects

Laundry room at Depew Manor
This project is on hold temporarily, waiting for results of the NOFA application.

Community room bathrooms at Depew Manor
This project is on hold temporarily, waiting for results of the NOFA application.

I have not heard any additional feedback on the status of our application since my last update.

7. FOLLOW-UP

The board will provide follow-up on the direct email to the board members.

The NHAC agreement needs to discussed and/or approved.

The budget is still outstanding.

Nyack Housing Authority
Villageofnyackhousingauthority.com

15 Highview Court
Nyack, NY 10960
Phone: 845-358-2476

MANAGER'S LETTER
April 28, 2021

Dear Tenants,

Spring is here! It's a good time for ***spring cleaning***. The landscapers began lawn maintenance this month, every Monday at both sites. If anyone plans to plant grass seed in front of their apartment, now is a good time. As in the past, if any tenant would ***like grass seeds for their yard***, they can get it for free from the office.

Please make sure you keep the area in front of your apartment ***free and clear of garbage and debris***. Household furniture is ***not allowed*** to be stored in front of the unit. ***Do not*** hang clothes, mops, rugs or other items on the fences or hedges. Please use the ***clothes lines*** in the designated locations on the premises. All other items that you have outside of your unit should be ***arranged neatly*** in front of your own apartment, i.e., outdoor furniture. ***Recyclable garbage cans***, household furniture, TVs, broken bikes, buckets, rugs, etc. ***are not allowed*** in front of the apartments. All areas in front of your apartments should be cleared ***no later than the second week of May***; otherwise, the Housing Authority will have no choice but to ***remove the debris from in front*** of your apartment. The office will send a notice to tenants prior to removing anything from in front of their unit. Also, remember that each person is ***responsible*** to make sure that papers in front of their apartment are picked up. Remind your children that ***helmets are required*** when skateboarding or riding bikes on the premises. Also, make sure that your children are careful when they are playing with balls outside to avoid any damage. Writing with chalk on the blacktop is ***not allowed***. We have had a problem with children throwing ***basketballs*** against the top of the garbage buildings and the sides of the any buildings. Please explain to your children that they are not allowed to do this. It damages the siding. Please ***remind your children*** that if they damage property you may be responsible for the repairs.

Also, keep in mind that plants, hedges, bushes, and other items ***cannot be planted*** without first getting permission from the office.

Parking continues to be an issue. Remember that tenants ***cannot park*** on the premises without a parking permit. Tenants ***cannot park*** in visitor parking at all. Visitors ***cannot*** park overnight in visitor parking. Tenant's must notify the office immediately if they have a new vehicle. If in doubt, contact the office to avoid your vehicle or visitor's vehicle from being towed. Remember that anyone that does not follow the parking rules will be towed at their own expense. If you don't remember the parking rules, contact the office and we will provide you with the rules.

Please note that ***annual inspections*** will be scheduled for the end of May. Please make sure that you ***report any problems in your apartment*** as they arise. Maintenance staff can only make repairs

if you notify the office. The longer you wait the more severe the damage may become. Also, remember that we will replace your shades if they are ripped and/or broken ($5.50 for smaller window and $11 for the bigger windows). If you have holes in your screens, it should be reported to the office for repairs. If you are sited for ripped shades and/or screens during the inspection, they will be repaired at your expense.

I would like to thank everyone that cooperated with the annual review process and completed their annual review in a timely manner.

Our contract for our laundry machines is up for renewal and we will be making some changes, including getting new machines. The price of the washer machines will also go up by 25 cents. When I have more details, I will share them with the tenants.

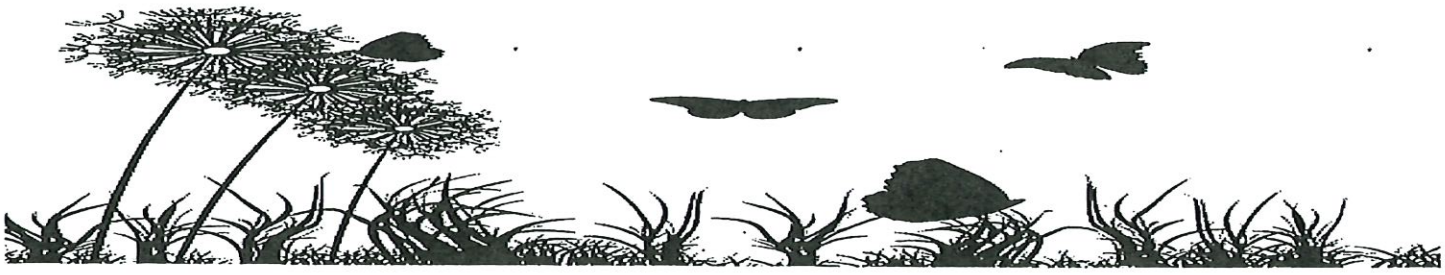
Due to Covid-19 we will not have ***beautification day*** this year. However, maintenance staff will be planting in the planters on the premises. I still need volunteers to water them. We have two raised beds for Depew Manor tenants. We will provide tenants access on a first come, first serve basis. Please call and/or email me if you would like to have access to the raised beds. Maintenance will be planting on May 10th.

Remember that the ***emergency phone number*** (845-826-0886) is for **after hours emergencies only**. If you have a work order or an emergency during work hours, you must call the office or ***email*** me directly at toni.keys@vonha.org.

Also, remember that if you need to be let in **after hours**, you will be charged a ***"lock out" fee*** of $25.00.

The next regular ***board meeting*** is scheduled for May 18th at 6:30pm. Meetings will be via webinar and I will post the details on the website.

Toni Keys



Nyack Housing Authority
Villageofnyackhousingauthority.com

15 Highview Court
Nyack, NY 10960
Phone: 845-358-2476

MANAGER'S LETTER
May 28, 2021

Dear Tenants,

Warmer weather is here. Flowers have been planted at all three sites, Waldron Terrace, Depew Manor and Pine Street Homes. We still **need volunteers** to water them at Waldron Terrace and Pine Street Homes.

Please remember to let the office know when you put your **air conditioners** in the windows. If you are missing any **screens**, you should contact the office with a work order.

During the May board meeting Nicole Ross, the **Vice Chair**, mentioned that a tenant wanted to know why the children could not write on the black top with **chalk** as stated in the May Manager's Letter to the tenants. She also asked for **clarification** on the visitor's parking. Please let me clarify for all. The blacktop is a common area that runs through the back of the complex at Waldron Terrace and children **are not allowed** to write on the blacktop, however, if they write with chalk on the sidewalk in front of their apartment the chalk should be **washed away** within a responsible (within 48 hours) time frame. As for **visitor's parking**, visitor's parking is for visitors only. Tenants that park in Visitor's parking will be subjected to being **towed** at their **own expense**. In my May Manager's Letter I stated, "Visitors ***cannot*** park overnight in visitor parking", this a mistake. Visitors can not park overnight for **fourteen consecutive days** in visitor parking. I have included the parking rules for clarification. I apologize for any confusion. However, please keep in mind that tenants may contact the office or me directly if they have any questions and/or concerns at all. I have been constantly told by board members that tenants do not feel comfortable reaching out to me or my staff. Communication is necessary to resolve any problem that a tenant may have. If I am unaware of it, then I cannot resolve it. The viability of the housing authority is my main responsibility, which means I will do all in my power as Executive Director to make sure that VONHA is managed in a manner that will assure that the housing authority is well maintained to continue to provide affordable housing to residents of the Village of Nyack and surrounding areas as is in line with VONHA's mission. We all have a part to play, the board is responsible for oversight, I am responsible for day-to-day operations and tenants are responsible to adhere to the provisions of the lease which they agreed upon. If we all play our part effectively, we will continue to have a well maintained, safe and clean housing complex for individuals and families that is affordable. Please keep in mind that there are several ways that you can communicate with the office, you can call us, email us, write us a letter and if you have a complaint there is a complaint form that can be completed. Even if you send something anonymously, I still consider the content of the correspondence.

I have decided to remain with Hercules as our laundry service provider. We will be moving forward with new machines and a new method of loading your laundry cards. I will provide all of you with details on the upgrades to the laundry room when I receive it.

Please see attached schedule for apartment inspections. I will be forming an advisory committee comprised of two tenants from each complex. We will also be updating our section 8 advisory committee as well. These committees are formed to discuss possible changes to program policies established by the housing authority. We will meet via zoom, I will be sending letters out in reference to these committee's in the near future.

The office will be closed for training on June 8th, 9th and 10th between the hours of 10am-3:00pm.

The next regular ***board meeting*** is scheduled for June 15th at 6:30pm via zoom. The zoom webinar link is on the home page of our website: villageofnyackhousingauthority.com. You may also email me for the link at toni.keys@vonha.org

Toni Keys