

## MINUTES

### GORDON COURT

**DATE:** December 06, 2022

**OPEN:** 7:06 PM

**ATTENDANCE:** Suzanne Fayette, Lawrence Cullen, Rod Tidd, Carol Basford, Beth Snyder, Tara Beckstad (United Helpers) and Cindy Demo (Village Trustee)

**ABSENT:** Susan Fitch and Linda Reynolds

- I) Welcome by Chairperson, Suzanne Fayette, who thanked Carol Basford for all she has done for Gordon Court as she moves on to a new job. Carol Basford introduced Beth Snyder and Tara Beckstad and Chairperson Fayette introduced Larry Cullen and Cindy Demo, Village Trustee. Rod Tidd was late and introduced at that time.
- II) Carol Basford reviewed Managers Report.
- III) United Helpers Purchase/Repairs updates... entrance/exit signs...been installed with new lights due on December 9, 2022 to be installed. CSC still waiting on delivery of new laundry equipment. If there is no response Beth Snyder will look into two other suppliers. Can give 30 days notice to change companies. Office/Bathroom/CR renovations are at a stand still. The roof project is completed and paid in full. Dumpster fence removed. Dumpster needs to stay in the same spot for easy access. After parking lot work is completed it will be reconfigured.
- IV) Capital Needs Assessment (physical needs of buildings over given time) Sight Visit- Internal Review. Carol reviewed the assessment.
- V) 2023 Proposed Budget Planning. Carol reviewed proposal and some increases.
- VI) Service Coordination (for every 125 units)— A new position (which will help put services in place for tenants depending on budget). When in place, plan to have a group meeting/picnic to introduce the service. Board members will be invited. UH is currently working on the new position.
- VII) New Site Manager, Crystal Wellington is doing very well. UH pleased with her as is the residents.
- VIII) Lease termination for two tenants found smoking. Both appealed and have been given another chance.
- IX) Transportation: Development of a new bus route for tenants: Still working on a definitive route.
- X) Check Register—from last meeting in September to current.

- XI) Income Statement and Update Report (June 2022)-Will be mailed monthly, this has not occurred as of December.
- XII) September 20, 2022 Minutes accepted by Lawrence Cullen and seconded by Rod Tidd approved by all.
- XIII) The Board with great regret accepted the resignation of Susan Fitch as Gordon Court Board member. Accepted the resignation by Lawrence Cullen and seconded by Rod Tidd approved by all.
- XIV) The Board will have Molly Briere post on the Village website that Gordon Court is looking for a Board member. Board members spoke concerning some candidates as well.
  
- XV) Next Meeting: March 21, 2023, 7 PM in Gordon Court Community Room.
  
- XVI) ADJOURN: 8:07 PM