

**MINUTES**  
**GORDON COURT**

**DATE:** September 19, 2023

**OPEN:** 5:00 PM

**ATTENDANCE:** Suzanne Fayette, Linda Reynolds, Rod Tidd, Lawrence Cullen, Brad “Shookie” Millett, Tara Beckstead and James LaVair (United Helpers), Cindy Demo (Village Trustee)

**ABSENT:**

Welcomed by Chairperson, Suzanne Fayette.

- I) United Helpers, Tara Beckstead proceeded with the GC Managers Report.
- II) Replacement of the community room kitchenette from OD Greene Lumber & Hardware: **The supplies are on site and will be installed after apartment work is completed.**
- III) Office renovations on hold due to apartment renovations. **Prioritizing**
- IV) Capital Needs Assessment has been sent to Rural Development. **Awaiting schedule date.**
- V) Dumpsters—**ongoing**
- VI) Variance Reports – Waiting on Finance Department to get caught up in FHA -Will be mailed monthly, **this has not occurred as of September** due to a FHA program change.
- VII) Service Coordinator (for every 125 units)– A new position (which will help put services in place for tenants depending on budget). UH believes it is not necessary with its current managers doing coordinations. Monies have been taken out for this position. It will now be returned to GC. **Money has been returned but kept out of budget.**
- VIII) Site Manager, Crystal Wellington is at GC on Tuesdays and Fridays. **Is on maternity leave until early December. Very organized.**

- IX) Seal Coat and Striping bids: Only one bid by Top of the Hill for \$3,750. **Will be completed by winter.**
- X) Exterior lighting has cords run down the building and plugged into an outdoor receptacle. On one building the backer board the meter is attached to is rotting and needs replacing. **Waiting on quotes.**
- XI) The new entry and exit signs need lights (solar). **Lights are functioning.**
- XII) Tara Beckstead will send the check registers **monthly.**
- XIII) **Tom Bassett quit. Mr. Stark has applied and looks like a good fit.**
- XIV) **Put out bids for snow plowing.**
- XV) June 20, 2023 Minutes **Motion made by Rod Tidd and seconded by Lawrence Cullen. Approved by 4 - Abstain 1 (Brad Millett was absent from the June meeting).**
- XVI) Board starting time changed from 6 pm to 5 pm. **Motion made by Brad Millett and seconded by Lawrence Cullen. Approved by All.**
- XVII) Next Meeting: **December 5, 2023, 5 PM** in Gordon Court Community Room.
- XVIII) **ADJOURN: Motion made by Brad Millett, seconded by Linda Reynolds. Approved by All at 5:44 PM**