

**MEETING MINUTES
THE GLENDOWER GROUP, INC.,
BOARD OF DIRECTORS' REGULAR BOARD MEETING
360 ORANGE STREET, NEW HAVEN, CT 06511
HELD ON THURSDAY, FEBRUARY 20, 2020 AT 4:00 PM**

Board of Directors present included:

Karen DuBois-Walton
Serena Neal-Sanjurjo
Shenae Draughn
Diana Smith

Board of Directors not present included:

Others present included:

Christine Morgan
Yadira Vargas
Jessica Rodriguez
Frank Emery

Catherine Hawthorne
Rachel Gilroy
Haley Vincent
Marilyn Dawson

John Rafferty
Edward LaChance
Patricia Johnson
Christina Musante

At Roll Call: Karen DuBois-Walton, Serena Neal-Sanjurjo, Diana Smith and Shenae Draughn were present. There was a quorum.

The Regular Meeting of the Board of Directors of The Glendower Group, Inc. was called to order at 4:06 P.M.

Motion: Motion to approve the Thursday, December 19, 2019 Minutes was made by Director Smith and seconded by Director Neal-Sanjurjo.

Vote: All in favor.

Resolved: December 19, 2019 Board Minutes were approved with no modifications.

Reviewed:

1. January Property Management Report: Eastview Terrace
2. January Financial Report: Eastview Terrace
3. January Management Report: 122 Wilmot Road
4. January Financial Report: 122 Wilmot Road
5. January Management Report: Twin Brooks 4%
6. January Financial Report: Twin Brooks 4%

- 7.** January Management Report: Twin Brooks 9%
- 8.** January Financial Report: Twin Brooks 9%
- 9.** January Management Report: Fair Haven
- 10.** January Financial Report: Fair Haven
- 11.** January Management Report: ECC RAD Group I
- 12.** January Financial Report: ECC RAD Group I
- 13.** January Management Report: ECC RAD Group II
- 14.** January Financial Report: ECC RAD Group II

THE GLENDOWER GROUP, INC.

RESOLUTION GG 02-01/20-R

RESOLUTION RATIFYING THE SUBMISSION OF A HOUSING TAX CREDIT CONTRIBUTION (HTCC) APPLICATION TO THE CONNECTICUT HOUSING FINANCE AUTHORITY (“CHFA”) FOR THE RAD GROUP II PROJECT

WHEREAS, in connection with the development of RAD Group II an opportunity for additional funding became potentially available through the CHFA Housing Tax Credit Contribution (HTCC) program; and

WHEREAS, post-closing, a number of construction issues were identified during the construction process which require addressing. The remaining project construction contingency is not large enough to address these construction items. Glendower’s request is to use the proposed HTCC funding to address these items; and

WHEREAS, The Glendower Group, Inc. (“Glendower”) is seeking ratification of the submission of a Housing Tax Credit Contribution (“HTCC”) application to the Connecticut Housing Finance Authority (“CHFA”) for the amount of \$400,000.00 with submission date of February 14, 2020; and

WHEREAS, if awarded, Glendower will then find a “C” corporation that will purchase the tax credits and provide the funds for the project; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GLENDOWER GROUP, INC., THAT:

1. The Glendower Group, Inc., is hereby ratifying the submission of a Housing Tax Credit Contribution (“HTCC”) application to the Connecticut Housing Finance Authority (“CHFA”) for an amount of \$400,000.00 on February 14, 2020 for the development of RAD Group II.
2. This Resolution shall take effect immediately.

I hereby certify that the above Resolution was adopted by a majority of the Directors present at a meeting duly called at which a quorum was present, on February 20, 2020.

**Motion was made by Smith seconded by Neal-Sanjurjo
Edward LaChance presented this resolution.**

Discussions:

The vote was as follows: All in Favor

The Glendower Group

Resolution Number GG-02-02/20-R

RESOLUTION AUTHORIZING A CONTRACT AWARD TO AVT CONSTRUCTION TO PROVIDE EXTERIOR AND INTERIOR DOOR INSTALLATION AND REPAIR, FOR AN AMOUNT NOT TO EXCEED \$73,050.00 FOR A PERIOD OF ONE (1) YEAR WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL ONE (1) YEAR CONTRACTS.

WHEREAS, The Glendower Group, Inc., determined a need for a contractor to provide exterior and interior door installation and repairs for all Glendower Group sites; and

WHEREAS, Elm City Communities conducted an Invitation to Bid agency wide including on behalf of The Glendower Group, Inc., for services to provide Exterior and Interior Door Installations and Repairs. The bid was release on September 4, 2019, with a due date of September 27, 2019. ECC received two bids from AM/PM Glass and AVT Construction, Inc; and

WHEREAS, upon completion of the review and evaluations of proposals, it was deemed that AVT Construction had submitted the most responsive bid. Award of the Contract for exterior and interior door installation and repair services for all Glendower sites is recommended for a period of one (1) year with an option to renew for two (2) additional one (1) year contracts at the discretion of the Contracting Officer for a total amount not to exceed \$73,050.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GLENDOWER GROUP, INC., that:

1. Authorizing contract award with AVT Construction for a period of one (1) year with an option to renew for two (2) additional years for a not to exceed amount of \$73,050.00.
2. The President be and hereby is authorized, empowered and directed to take any and all such action necessary, ancillary and incidental thereto to fulfill the foregoing purpose(s) including but not limited to obtaining governmental approvals to effectuate the purposes of this Resolution; and
2. This Resolution shall take effect immediately.

I hereby certify that the above resolution was adopted by a majority of the Directors present at a meeting duly called at which a quorum was present, on February 20, 2020.

Scrutineer error change:

- Authorizing contract award with AVT Construction for a period of one (1) year with an option to renew for two (2) additional years for a not to exceed amount of \$73,050.00.

To

- Authorizing contract award for a not to exceed \$73,050.00 with AVT Construction for a period of one (1) year with an option to renew for two (2) additional one-year option.

**Motion was made by Smith seconded by Neal-Sanjurjo
Yessica Hernandez presented this resolution.**

Discussions:

The vote was as follows: All in Favor

The Glendower Group

Resolution Number GG-02-03/20-R

RESOLUTION AUTHORIZING A CONTRACT AWARD TO AM/PM GLASS TO PROVIDE WINDOW/SCREEN & GLASS REPAIR/REPLACEMENT FOR ALL GLENDOWER GROUP SITES, FOR AN AMOUNT NOT TO EXCEED \$197,625.00 FOR A PERIOD OF THREE (3) YEAR WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL ONE (1) YEAR CONTRACT.

WHEREAS, The Glendower Group, Inc., determined a need for a contractor to provide window/screen and glass repair/replacement for all Glendower Group sites; and

WHEREAS, Elm City Communities conducted an Invitation to Bid agency wide and on behalf of The Glendower Group, Inc., for services to provide window/screen and glass repair/replacement. The bid was release on October 23, 2019, with a due date of November 12, 2019. ECC received two bids from AM/PM Glass and CSMA and

WHEREAS, upon completion of the review and evaluations of proposals, it was deemed that AM/PM Glass had submitted the most responsive bid. Award of the Contract for window/screen and glass repair/replacement for all Glendower sites is recommended for a period of three (3) years with an option to renew for two (2) additional one (1) year contracts at the discretion of the Contracting Officer for a total amount not to exceed \$197,625.00

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GLENDOWER GROUP, INC., that:

1. Authorizing contract award with AM/PM Glass for a period of three (3) years with an option to renew for two (2) additional years for a not to exceed amount of \$197,625.00
2. The President be and hereby is authorized, empowered and directed to take any and all such action necessary, ancillary and incidental thereto to fulfill the foregoing purpose(s) including but not limited to obtaining governmental approvals to effectuate the purposes of this Resolution; and
2. This Resolution shall take effect immediately.

I hereby certify that the above resolution was adopted by a majority of the Directors present at a meeting duly called at which a quorum was present, on February 20, 2020.

Scrutineer error change:

- Authorizing contract award with AM/PM Glass for a period of three (3) years with an option to renew for two (2) additional years for a not to exceed amount of \$197,625.00.

To

- Authorizing contract award for a not to exceed \$197,625 with AM/PM Glass for a period of three (3) years with an option to renew for two (2) additional one-year option.

**Motion was made by Smith seconded by Neal-Sanjurjo
Yessica Hernandez presented this resolution.**

Discussions:

The vote was as follows: All in Favor

The Glendower Group

Resolution Number GG-02-04/20-R

RESOLUTION AUTHORIZING A CONTRACT AWARD TO CSC SERVICE WORKS FOR PAY PER USE LAUNDRY EQUIPMENT AGENCY WIDE, FOR A PROJECTED INCOME OF \$31,508.43 FOR A PERIOD OF TWO (2) YEARS WITH THE OPTION TO RENEW FOR THREE (3) ON YEAR OPTIONS

WHEREAS, The Glendower Group, Inc., determined a need for a contractor to provide leased laundry equipment for all Glendower Group sites; and

WHEREAS, HANH/ECC conducted a competitive procurement to identify a contractor to provide these needed services. On August 14, 2019 HANH/ECC released an Request for Proposals via Solicitation #OP-19-RFP-265. Responses were due back on September 9, 2019. HANH/ECC received one (1) response; and

WHEREAS, upon completion of the review and evaluations of proposals, it was deemed that CSC Service Works had submitted the most responsive bid. Award of the leased laundry equipment all Glendower sites is recommended for a period of two (2) year with an option to renew for three (3) additional one (1) year contracts at the discretion of the Contracting Officer for a total projected income of \$31,508.43.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GLENDOWER GROU, INC., that:

1. Authorizing contract award with CSC Service Works for a period of two (2) year with an option to renew for three (3) additional years for a projected income of \$31,508.43.
2. The President be and hereby is authorized, empowered and directed to take any and all such action necessary, ancillary and incidental thereto to fulfill the foregoing purpose(s) including but not limited to obtaining governmental approvals to effectuate the purposes of this Resolution; and
2. This Resolution shall take effect immediately.

I hereby certify that the above resolution was adopted by a majority of the Directors present at a meeting duly called at which a quorum was present, on February 20, 2020.

Scrutineer error change:

- Authorizing contract award with CSC Service Works for a period of two (2) year with an option to renew for three (3) additional years for a projected income of \$31,508.43.

To

- Authorizing contract award with CSC Service Works for a projected income of \$63,016.86 for a period of two (2) year with an option to renew for three (3) additional one-year option.

**Motion was made by Smith seconded by Neal-Sanjurjo
Yessica Hernandez presented this resolution.**

Discussions:

The vote was as follows: All in Favor

Other Business:

None

**At 4:49 pm, a Motion to adjourn was made by Director Diana Smith and seconded by Director
Serena Neal-Sanjurjo**