

# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

September 9, 2026





**Watertown Housing Authority**  
**1091 Buckingham Street**  
**Watertown, CT 06795**

**Special Meeting Country Ridge**  
**September 9, 2026, 5:00 p.m.**

**Agenda**

1. Roll Call
2. Discussion / Training / Refresher Class for Freedom of Information Act
3. Adjournment



**Watertown Housing Authority**  
**1091 Buckingham Street**  
**Watertown, CT 06795**

**Regular Meeting Country Ridge**  
**September 9, 2026, 6:00 p.m.**

**Agenda**

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
  - a. Regular Meeting – Truman Terrace, August 12, 2026
  - b. Special Meeting – Via Zoom August 28, 2026
4. Approval of Bills
  - a. Paid for September 2026
5. New Business
6. Old Business
7. Property Manager's Report
  - a. Open Apartments
  - b. Variance Request Review
8. Resident Services Coordinator Report
9. Resident Commissioner Report
10. Public Participation
11. Adjournment



**Watertown Housing Authority  
1091 Buckingham Street  
Watertown, CT 06795**

Wednesday, August 12, 2026  
Truman Terrace  
100 Steel Brook Rd  
Watertown, CT  
6:00 P.M.

**MINUTES**

A Regular Meeting of the Board of Commissioners of the Watertown Housing Authority was held on Wednesday, August 12, 2026, Truman Terrace 100 Steel Brook Road, Watertown, Connecticut.

Chairwoman Janelle Wilk called the meeting to order at 6:08 p.m.

**1. Roll Call**

Chairwoman Janelle Wilk called the roll.

**Commissioners Present**

- Janelle Wilk – Chairwoman
- Dan DiVito – Vice-Chair
- Peter Mucciarone – Commissioner
- Sharon Pratt – Resident Commissioner/Treasurer/Secretary
- Denise Russ – Commissioner

**Others Present**

- Russ Antonacci – Owner/Principal, Propertyworx
- Meg McCormick – Assistant Property Manager
- Lance Valentino – Assistant Property Manager
- Sashoy Redmond – Resident Service Coordinator

Chairwoman Janelle Wilk asked for a motion that the meeting proceed in accordance with the published agenda.

**Motion:** Dan DiVito

**Second:** Peter Mucciarone



Watertown Housing Authority  
1091 Buckingham Street  
Watertown, CT 06795

**Discussion:** None.

**Motion Carries**

**2. Chairwoman's Report**

Chairwoman Janelle Wilk welcomed the Commissioners, Property Managers, and members of the public.

a. Chairwoman Janelle Wilk addressed a complaint regarding contractors leaving gutter debris on Truman Terrace walkways. WHA followed up with the contractor, who confirmed the crew was still cleaning when the debris was observed. The foreman returned and confirmed all debris had been removed.

b. Chairwoman Janelle Wilk announced that the WHA custodian Pat Estrada will retire at the end of August. The Board expressed appreciation for Pat Estrada's service.

c. Chairwoman Janelle Wilk reminded the Commissioners, Property Managers and Public that the **Freedom of Information Act (FOIA)** Refresher Training will be held on September 9, 2026, at 5:00 p.m.

**3. Approval of Minutes**

**Regular Meeting – July 8, 2026**

Chairwoman Janelle Wilk asked for a motion to approve the minutes of the July 8, 2026, Regular Meeting.

**Motion:** Dan DiVito

**Second:** Peter Mucciarone

**Discussion:** None.

**Abstain:** Denise Russ

**Motion Carries**

**4. Approval of Bills – August 2026**

Chairwoman Janelle Wilk asked if there were any questions regarding the August 2026 bills.

a. Commissioner Denise Russ questioned the amount of **3 J's** invoice. The work also included gutter cleaning and certain painting-related expenses. Meg McCormick reported the amount was approximately 2.93% higher than the prior invoice. 3 J's is expected to return later in the fall if isolated gutter problems arise, without repeating



**Watertown Housing Authority  
1091 Buckingham Street  
Watertown, CT 06795**

the full cleaning of all three sites or charging the WHA. Commissioner Denise Russ requested clearer invoice breakdowns in the future.

b. Commissioner Denise Russ questioned the **Stanley Access Technologies** invoice for repairing a failed emergency door-access button, which required replacement of internal components.

c. Commissioner Denise Russ and Dan DiVito Vice-Chair requested a written explanation from the plumbing contractor **DJ Melodia** regarding when one or two workers are required for service calls. The Board agreed that Meg McCormick should request and outline specifying types of calls that require two workers and types of calls that can be managed by one worker.

Chairwoman Janelle Wilk asked for a motion to approve the bills.

**Motion:** Dan DiVito

**Second:** Peter Mucciarone

**Discussion:** None

**Motion Carries**

## **5. Old Business**

There was no additional Old Business.

## **6. New Business**

### **a. Water Heater Inventory**

Lance Valentino reported completion of an inventory of approximately 120 water heaters. The Board approved reviewing the age and condition of the units, developing replacement specifications, and obtaining competitive bids for bulk replacement if financially advantageous. Meg McCormick will also research automatic leak-detection/shutoff devices.

The Board discussed:

- The fact that many of the water heaters date back to the 1980s.
- The possibility of replacing multiple units through one competitive bid.
- The potential savings from purchasing and installing a larger number of units at once.



**Watertown Housing Authority**  
**1091 Buckingham Street**  
**Watertown, CT 06795**

- The risk of water damage to units, ceilings, floors, and floors when older water heaters fail.
- Develop specifications for replacement

Chairwoman Janelle Wilk asked for a motion to approve seek bids for replacing multiple water heaters at once and to proceed only if the bulk replacement pricing is financially advantageous.

**Motion:** Dan DiVito

**Second:** Peter Mucciarone

**Discussion:** None.

**Motion Carries**

**b. Lawn and Grounds**

Commissioner Denise Russ discussed **Lawn Keepers** charges for grub treatment and related services and requested clearer separation of these charges in future billing and contracts.

**1. Tree Removal and Storm Cleanup** – The Board agreed that **Good Old Boys Tree Service**, the contracted arborist, should be contacted for any tree-related emergency. If the arborist cannot respond promptly and a tree is blocking a roadway or creating an urgent access issue, the contracted landscaper should be contacted instead.

**2. Buckingham Flagpole** – The Board reviewed an invoice from **PJ Electrical** for work on the Buckingham Terrace flagpole lighting. Lance Valentino explained that underground wiring leading to the Buckingham flagpole had corroded and failed. The wiring had to be replaced.

**3. Water and Sewer Costs** – The Board discussed the water and sewer bills for the three sites. Russ Antonacci and Vice-Chairman Dan DiVito noted that costs are expected to increase significantly.

**c. Rent Recertification**

The Board approved annual rent recertification beginning with the next applicable cycle in April of 2028. Annual recertification allows eligible medical expenses to used yearly, which may help residents whose medical expenses fluctuate year by year. Meg McCormick will clarify interim rent-adjustment requirements for hardship and changes in household circumstances.



**Watertown Housing Authority  
1091 Buckingham Street  
Watertown, CT 06795**

Chairwoman Janelle Wilk asked for a motion to change resident recertification to yearly starting at the end of the current leases.

**Motion:** Dan DiVito

**Second:** Sharon Pratt

**Discussion:** None

**Motion Carries**

**d. Buckingham Terrace Window Seal Project**

The Board reviewed the sealed bid from **Window Repair Pro** to replace deteriorated exterior window seals at Buckingham Terrace. Numerous companies were contacted; Window Repair Pro was the only responsive bidder. Window Repair Pro visited the property, took measurements, provided samples, and matched the seals to the existing windows. The company received favorable reviews and appeared diligent and responsive. The bid is approximately \$50 a window. Work includes replacement of exterior foam-filled weather stripping for approximately 292 windows, including 12 units in the community center. Estimated start date: September 21, 2026. Estimated completion date: October 21, 2026.

Chairwoman Janelle Wilk asked for a motion to accept the bid.

**Motion:** Dan DiVito

**Second:** Peter Mucciarone

**Discussion:** None.

**Motion Carries**

**e. Truman Terrace Fire Alarm System**

The Board reviewed a sealed bid from **Sterling Security**. The proposal is for a new fire alarm that will bring Truman Terrace up to the fire code. The installation cost is approximately \$55,868, with monitoring at approximately \$204 per month, or \$68 a month per building. The proposal requires WHA to provide access to units as needed. Delays caused by lack of access could affect the project schedule.

Chairwoman Janelle Wilk asked for a motion to approve the proposal.

**Motion:** Dan DiVito

**Second:** Peter Mucciarone

**Discussion:** None.



**Watertown Housing Authority  
1091 Buckingham Street  
Watertown, CT 06795**

**Motion Carries**

**7. Property Manager's Report**

**a. Vacant Units and Work Orders**

Lance Valentino reported that three Buckingham Terrace units are being cleaned, painted, and shown. Truman Terrace and Country Ridge currently have no vacancies.

**b. Work Orders**

Twenty-five work orders were completed.

**c. Resident Variances**

1. Lance Valentino reviewed two variance requests. The first variance request is for a larger refrigerator. The requested is subject to the condition that it fits without cabinet modifications, remains in the unit when the resident moves, and remains the resident's maintenance responsibility.
2. A second variance request is for painting an apartment at Country Ridge. The request was for standard WHA colors.

Chairwoman Janelle Wilk requested a motion to approve variances.

**Motion:** Dan DiVito

**Second:** Sharon Pratt

**Discussion:** None.

**Motion Carries**

**d. Laundry Vendor**

Meg McCormick reported that the ongoing matter of evicting **CSC Laundry Services** was referred to WHA's attorney, and the marshal served the required papers. CSC has until August 31, 2026 to remove their laundry equipment. If the equipment is not removed by that date, the matter will proceed through the court system.

**e. Air Purifier and Ventilation**

The Board discussed placement of an air purifier and continued installation of ventilation fans at Buckingham Terrace and Country Ridge to mitigate mold issues.



**Watertown Housing Authority**  
**1091 Buckingham Street**  
**Watertown, CT 06795**

**f. Truman Terrace Ramps**

Russ Antonacci discussed the deteriorating condition of the Truman Terrace ramps. The steel components appear to be in good overall condition. The primary concern is erosion and deterioration of the underlying concrete blocks, likely caused by years of exposure to water, rock salt, and winter conditions.

The top coating is generally holding up, but it is beginning to separate in areas where the concrete underneath is deteriorating. This creates potential trip hazards, particularly for residents using walkers. Engineering recommendations include repair and resealing as preventive maintenance.

Chairwoman Janelle Wilk requested a motion to find contractors interested in submitting a sealed bid.

**Motion:** Dan DiVito

**Second:** Peter Mucciarone

**Discussion:** None.

**Motion Carries**

**g. Buckingham Terrace Ventilation Fans**

Dan DiVito, Vice-Chair asked for an update regarding bathroom ventilation fans installed in Buckingham Terrace units. Lance Valentino reported that the fans improve air circulation and remove moisture generated by showers. Meg McCormick will review the inventory and continue the project for remaining units as appropriate.

**8. Resident Service Coordinator Report**

Sashoy Redmond Resident Service Coordinator reported continued resident participation at all three communities. Activities included educational presentations, coffee hours, exercise, games, and social gatherings. Residents participated in a tour of Town Hall with the Town Manager and a presentation from Case's Funeral Home.

Coffee-hour activities included alphabet quizzes and riddles, group discussions and support related to loneliness, discussions on the effects of aging on the body, chair exercises, team games, and monthly birthday celebrations.

**Attendance Reported for July:**

Truman Terrace: 46 residents

Country Ridge: 57 residents



**Watertown Housing Authority**  
**1091 Buckingham Street**  
**Watertown, CT 06795**

Buckingham Terrace: 35 residents

**Total: 138 attendances**

Sashoy Redmond Resident Service Coordinator noted that attendance fluctuates during the summer because residents may be traveling, babysitting, dog-sitting, or assisting family members.

**Wellness Checks Completed**

Truman Terrace: 5

Country Ridge: 3

Buckingham Terrace: 8

**Total: 16**

Sashoy Redmond Resident Service Coordinator observed that some residents are experiencing difficulties recovering from surgery, therapy, or other health issues but continue to try to attend activities.

**Inspections and Resident Reminders**

- a. Residents were updated on program timelines and available resources.
- b. Sashoy Redmond Resident Service Coordinator has observed some instances of noncompliance with property maintenance and housekeeping policies. To help reinforce resident responsibilities and expectations, reminders have been included in the newsletter.

**9. Resident Commissioner Report**

**a. Authorized Contacts and Emergency Contacts**

Sharon Pratt Resident Commissioner distinguished between an emergency contact and a person with authority to discuss rent or other tenancy matters. Meg McCormick will update the forms for greater clarity and allow for two different types of contacts.

**b. Notice for Contractor Work**

Sharon Pratt Resident Commissioner raised that residents should receive adequate advance notice before any work is performed in or around the buildings.

**c. No-Smoking Policy**



**Watertown Housing Authority  
1091 Buckingham Street  
Watertown, CT 06795**

Sharon Pratt, Resident Commissioner, discussed continued reports of smoking inside apartments, on ramps, and around the properties. Smoking is not permitted inside units or on WHA property. Residents with concerns or complaints were encouraged to report violations to the office so they can be addressed in accordance with the Resident Handbook and applicable policies.

**d. Furniture Transfers and Pest Concerns**

Sharon Pratt Resident Commissioner raised concerns about residents transferring furniture between apartments while WHA is addressing a pest problem at Truman Terrace. The Board discussed issuing a written reminder asking residents not to exchange or move furniture between units until the pest issue is under control.

**10. Public Participation**

There were no substantive public comments recorded in the meeting notes.

**11. Adjournment**

There being no further business to come before the Board, Chairwoman Janelle Wilk requested a motion to adjourn.

**Motion:** Dan DiVito

**Second:** Sharon Pratt

**Aye:** Wilk, DiVito, Pratt, Mucciarone

**Nay:** 0

**Abstain:** 0

**Motion Carries**

The meeting adjourned at 7:43 p.m.

Sharon Pratt,

Resident Commissioner/Treasurer/Secretary

Watertown Housing Authority

Sharon Pratt, Resident Commissioner, discussed continued reports of smoking inside apartments, on ramps, and around the properties. Smoking is not permitted inside units or on WHA property. Residents with concerns or



**Watertown Housing Authority**  
**1091 Buckingham Street**  
**Watertown, CT 06795**

Special Meeting Friday, August 28, 2026  
Via Zoom 10:00 am

**MINUTES**

A Special Meeting of the Board of Commissioners of the Watertown Housing Authority was held on Friday, August 28, 2026, via video conference.

The Chairwoman Janelle Wilk called the meeting to order at 10:06 a.m.

**1. Roll Call**

Chairwoman Janelle Wilk called the roll.

**Commissioners Present:**

- Janelle Wilk – Chairwoman
- Peter Mucciarone – Commissioner
- Sharon Pratt – Resident Commissioner/Treasurer/Secretary
- Denise Russ – Commissioner

**Others Present:**

- Russ Antonacci – Owner/Principal, Propertyworx
- Meg McCormick – Assistant Property Manager

**Absent:**

Dan DiVito – Vice-Chair

**2. Executive Session**

Janelle Wilk asked for a motion to enter executive session to discuss and interview potential candidates for the open custodial position.

**Motion:** Peter Mucciarone

**Second:** Sharon Pratt

**Discussion:** None.

**Motion Carries**

Chairwoman, Janelle Wilk stated the meeting had entered executive session and instructed that recording be stopped. It was clarified the executive session would not be recorded.



**Watertown Housing Authority**  
**1091 Buckingham Street**  
**Watertown, CT 06795**

Chairwoman, Janelle Wilk reconvened into the regular session at 11:14

**Hiring Decision — Custodial Position**

Following the executive session interviews, the Board reconvened in special session.

Janelle Wilk asked for a motion to hire Candidate B for the open custodial position. Candidate B will start Monday August 31st

**Motion:** Peter Mucciarone

**Second:** Sharon Pratt

**Discussion:** None

**Motion Carries**

**5. Adjournment**

There being no further business, Janelle Wilk asked for a motion to adjourn.

**Motion:** Peter Mucciarone

**Second:** Sharon Pratt

**Discussion:** None.

**Motion Carries**

The meeting adjourned at 11:25 a.m.

Sharon Pratt,

---

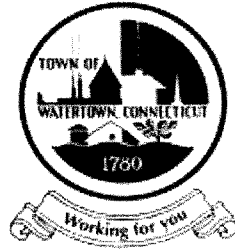
Resident Commissioner/Treasurer/Secretary  
Watertown Housing Authority

9/4/2026  
11:42 AM

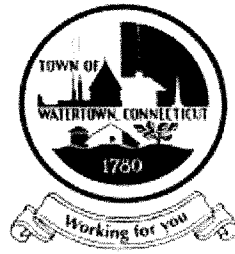
Watertown Housing Authority  
Accounts Payable  
September 2026

| Type | Date       | Num               | Name                                      | Memo                                 | Location           | Amount   |
|------|------------|-------------------|-------------------------------------------|--------------------------------------|--------------------|----------|
| Bill | 08/08/2026 | 1552              | Carpets Plus, Inc.                        | CR 25 material & labor               | Country Ridge      | 2,984.00 |
| Bill | 09/01/2026 | 520414            | Complete LLC                              | monthly contracted services          | All                | 7,333.33 |
| Bill | 09/01/2026 | 260901496101      | Edwards Answering Service Enterprises Inc | monthly service                      | All                | 41.72    |
| Bill | 08/07/2026 | 5115 336 4062     | Eversource                                | TT B5 Service 07/28/26-08/06/26      | Truman Terrace     | 23.90    |
| Bill | 08/27/2026 | 5144 889 3081     | Eversource                                | CR Service 07/28/26-08/26/26         | Country Ridge      | 19.52    |
| Bill | 08/27/2026 | 5147 666 4073     | Eversource                                | TT D1 Service 08/04/26-08/26/26      | Truman Terrace     | 21.02    |
| Bill | 08/27/2026 | 5151 256 4030     | Eversource                                | TT C13 Service 07/28/26-08/26/26     | Truman Terrace     | 31.59    |
| Bill | 08/27/2026 | 5193 646 4072     | Eversource                                | BT B-5 Service 07/28/26-08/26/26     | Buckingham Terrace | 39.04    |
| Bill | 08/27/2026 | 5760 163 0056     | Eversource - Gas                          | CR Service 07/28/26-08/26/26         | Country Ridge      | 143.36   |
| Bill | 08/12/2026 | Reme Halo         | Labbe Heating & Cooling LLC               | CR air purifier                      | Country Ridge      | 495.00   |
| Bill | 08/15/2026 | 07881-138730-01-3 | Optimum                                   | TT Service - 08/15/26-09/14/26       | Truman Terrace     | 292.63   |
| Bill | 08/15/2026 | 07881-138731-01-1 | Optimum                                   | BT Service - 08/15/26-09/14/26       | Buckingham Terrace | 292.63   |
| Bill | 08/15/2026 | 07881-134130-01-9 | Optimum                                   | CR Service - 08/15/26-09/14/26       | Country Ridge      | 338.04   |
| Bill | 08/03/2026 | 17737             | Pilicy & Ryan, PC                         | legal services                       | All                | 350.00   |
| Bill | 08/03/2026 | 17757             | Pilicy & Ryan, PC                         | legal services                       | All                | 350.00   |
| Bill | 08/03/2026 | 17758             | Pilicy & Ryan, PC                         | legal services                       | All                | 1,225.00 |
| Bill | 08/25/2026 | 9508              | PJ Electric, Inc.                         | TT C17 service call                  | Truman Terrace     | 140.00   |
| Bill | 09/01/2026 | 6265              | Propertyworx LLC                          | Sep 2026 management services         | All                | 7,352.00 |
| Bill | 09/01/2026 | 090126            | Sashoy,Redmond-RSC Funds                  | funding for RSC activities           | All                | 450.00   |
| Bill | 09/01/2026 | 0603336415BT      | USA Hauling & Recycling Inc               | BT monthly service                   | Buckingham Terrace | 482.05   |
| Bill | 09/01/2026 | 0603336416CR      | USA Hauling & Recycling Inc               | CR monthly service                   | Country Ridge      | 482.05   |
| Bill | 09/01/2026 | 0603336414TT      | USA Hauling & Recycling Inc               | TT monthly charge                    | Truman Terrace     | 553.91   |
| Bill | 08/24/2026 | 1020740 082426    | Watertown Fire District                   | TT monthly service                   | Truman Terrace     | 435.35   |
| Bill | 09/01/2026 | 0886              | Watertown Housing Authority               | ION #0886 deposit due to dormant fee | All                | 100.00   |
| Bill | 09/02/2026 | downpayment       | Window Repair Pro LLC                     | BT window project                    | Buckingham Terrace | 7,300.00 |
| Bill | 08/13/2026 | 5453              | Worxshop LLC                              | July2026 - Maintenance & Repairs BT  | Buckingham Terrace | 1,868.75 |
| Bill | 08/13/2026 | 5454              | Worxshop LLC                              | July 2026 - Maintenance & Repairs CR | Country Ridge      | 1,982.50 |
| Bill | 08/13/2026 | 5455              | Worxshop LLC                              | July 2026 - Maintenance & Repairs TT | Truman Terrace     | 1,917.50 |

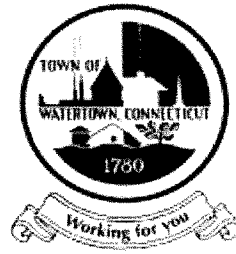
37,044.89



# New Business



# Old Business



# Property Manager Report

Available units as of 9/08/2026

| Community                 | Unit # | Condition / Necessary Work | Comment                                                  |
|---------------------------|--------|----------------------------|----------------------------------------------------------|
| <b>Country Ridge</b> 0    |        |                            |                                                          |
|                           |        |                            |                                                          |
|                           |        |                            |                                                          |
| <b>Buckingham Terr.</b> 3 |        |                            |                                                          |
|                           | D-1    | Needs to be cleaned.       | Unit is being actively shown.                            |
|                           | D-3    | Needs paint and cleaning   | Unit needs to be cleaned out. Tenant passed away.        |
|                           | A-8    | Needs paint and cleaning.  | Unit needs to be cleaned out. Tenant is not coming back. |
| <b>Truman Terrace</b> 0   |        |                            |                                                          |
|                           |        |                            |                                                          |
|                           |        |                            |                                                          |

## Watertown Housing Authority - Work Orders

| Entered Date | Status   | Description                                                              | Address1     | NoteDate   | Notes                                                                                                           |
|--------------|----------|--------------------------------------------------------------------------|--------------|------------|-----------------------------------------------------------------------------------------------------------------|
| 08/18/2026   | Complete | Toilet Chain                                                             | CR Apt. 24   | 08/19/2026 | Replaced chain in toilet to help it flush more easily.                                                          |
| 08/18/2026   | Complete | Bulb needs to be replaced in bathroom                                    | CR Apt. 34   | 09/08/2026 | Replaced bulbs in unit that were out.                                                                           |
| 08/18/2026   | Complete | Fridge needs to be straightened                                          | BT Apt. B-3  | 08/19/2026 | Fixed level of the fridge and swapped out light fixture in bathroom plus changed light bulb in kitchen.         |
| 08/18/2026   | Complete | remove tree limb behind her car                                          | CR Apt. 36   | 08/19/2026 | Removed tree limb taken down by USA Hauling.                                                                    |
| 08/19/2026   | Complete | Clapboard is hanging on the apt. damaged from power washing              | CR Apt. 7    | 09/01/2026 | Fixed the siding that was hanging.                                                                              |
| 08/26/2026   | Complete | Bathroom light over sink is dim and flickering                           | TT Apt. C-18 | 09/03/2026 | Light bulbs were replaced.                                                                                      |
| 08/28/2026   | Complete | Bees at the front door                                                   | BT Apt. A-4  | 09/08/2026 | Went and sprayed for bees. Will follow up to check and respray if needed.                                       |
| 08/28/2026   | Complete | Fridge is possibly on the way out                                        | TT Apt. C-4  | 09/08/2026 | Check fridge and is working good. Might have been when power went out that caused the fridge to go under        |
| 08/05/2026   | Complete | Front screen door need screen fixed.                                     | CR Apt. 22   | 08/19/2026 | Replaced front screen on storm door.                                                                            |
| 08/07/2026   | Complete | Need to go check leak under sink in kitchen.                             | BT Apt. E-8  | 08/13/2026 | Fixed the leak.                                                                                                 |
| 08/07/2026   | Complete | Need to go check ceiling in bedroom where screws are popping out.        | TT Apt. C-17 | 09/01/2026 | Went and checked for screws coming out from ceiling. There was none as tenant thought there was.                |
| 08/13/2026   | Complete | Need to fix siding that came loose.                                      | CR Apt. 7    | 08/19/2026 | Fixed siding that was coming off due to wind storm.                                                             |
| 08/13/2026   | Complete | Need to check broken kitchen window glass.                               | BT Apt. C-7  | 08/14/2026 | Went and checked window. Called window company to                                                               |
| 08/13/2026   | Complete | Need to level out refrigerator.                                          | BT Apt. B-3  | 08/14/2026 | Went to level fridge.                                                                                           |
| 08/13/2026   | Complete | Need to change out night lightbulb.                                      | TT Apt. C-11 | 08/14/2026 | Replaced bulb.                                                                                                  |
| 08/13/2026   | Complete | Need to check toilet flap not engaging.                                  | CR Apt. 24   | 08/14/2026 | Checked toilet and is running good.                                                                             |
| 08/18/2026   | Complete | Need to fix kitchen drain.                                               | TT Apt. B-5  | 08/19/2026 | Replaced kitchen sink basket for drain. Also replaced light bulb in bathroom and fixed cabinet door in kitchen. |
| 08/18/2026   | Complete | Need to check toilet. Continues to fill up during the day.               | CR Apt. 16   | 08/19/2026 | Replaced internals in toilet to stop it from running constantly.                                                |
| 08/18/2026   | Complete | Broken Shower head                                                       | CR Apt. 23   | 08/19/2026 | Fixed the tub spout that was damaged from tenant losing balance in shower.                                      |
| 08/19/2026   | Complete | Need to replace kitchen sink faucet. Also need to fix cabinet door knob. | TT Apt. C-3  | 09/01/2026 | Replaced kitchen faucet and fixed door knob on cabinet.                                                         |
| 08/19/2026   | Complete | Need to go down and check refrigerator not working.                      | CR Apt. 22   | 09/08/2026 | Replaced non working fridge.                                                                                    |