



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

October 14, 2026





Watertown Housing Authority
1091 Buckingham Street
Watertown, CT 06795

Regular Meeting Buckingham Terrace
October 14, 2026, 6:00 p.m.

Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
 - a. Regular Meeting – Country Ridge, September 9, 2026
4. Approval of Bills
 - a. Paid for October 2026
5. New Business
 - a. Discussion and possible action on WHA meeting minutes
6. Old Business
7. Property Manager's Report
 - a. Scope of Work for ramp repairs at Truman Terrace
 - b. Water Heater replacement at Truman Terrace
8. Resident Services Coordinator Report
9. Resident Commissioner Report
10. Public Participation
11. Executive Session
 - a. Discussion on legal matter concerning resident
12. Regular Session
13. Adjournment



Watertown Housing Authority
1091 Buckingham Street
Watertown, CT 06795

Wednesday, September 9, 2026
Country Ridge
1091 Buckingham Street
Watertown, CT
6:00 P.M.

MINUTES

A Regular Meeting of the Board of Commissioners of the Watertown Housing Authority was held on Wednesday, September 9, 2026, at Country Ridge, 1091 Buckingham Street, Watertown, Connecticut.

Chairwoman Janelle Wilk called the meeting to order at 6:00 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

Absent

- 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 Vice Chair

Second: Sharon Pratt – Resident Commissioner/Treasurer/Secretary

Discussion: None

Motion Carries

2. Chairwoman's Report

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



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a. The Chair reminded attendees to avoid speaking out of turn during public meetings and that there will be time at the end of the meeting for comments, concerns and questions

b. The Board welcomed Jack Lockhart, the new Watertown Housing Authority custodian, following the retirement of the previous custodian.

3. Approval of Minutes

a. Regular Meeting – August 12, 2026

Chairwoman Janelle Wilk asked for a motion to approve the minutes of the August 12, 2026, Regular Meeting.

Motion: Sharon Pratt

Second: Peter Mucciarone

Discussion: None.

Abstain: Dan DiVito Vice Chair

Motion Carries

b. Special Meeting – August 28, 2026

Chairwoman Janelle Wilk asked for a motion to approve the minutes of the August 8 12, 2026, Special Meeting.

Motion: Sharon Pratt

Second: Peter Mucciarone

Discussion: None.

Abstain: Dan DiVito Vice Chair

Motion Carries

4. Approval of Bills – September 2026

Chairwoman Janelle Wilk asked if there were any questions regarding the August 2026 bills. No questions were raised.

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

Motion: Dan DiVito Vice Chair

Second: Peter Mucciarone

Discussion: None

Motion Carries

5. Old Business

a. There was no Old Business.

6. New Business

a. There was no New Business.

7. Property Manager's Report



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a. Truman Terrace Fire Alarm System

Meg McCormick informed the Board that the Truman Terrace fire alarm project is expected to begin in September. The exact start date is pending coordination with the Fire Marshal. Residents will receive a flyer before Phase One, which will include exterior work and another flyer when Phase Two starts which will include interior work.

b. Buckingham Terrace Window Seal Project

Window seal work at Buckingham Terrace is scheduled to begin September 28 at the Community Center and will then proceed building by building. Residents will receive advance notification.

c. Plumbing Services

The plumbing contractor agreed to determine and document which service calls require one or two workers. Two-person assignments will be used when safety requires them. Some jobs may be billed as one-person work even when a second worker is present for emergency support. Documentation was presented to the Board.

d. Truman Terrace Ramps

The scope of work for repairing multiple ramps at Truman Terrace is being revised. The Board clarified that the underlying concrete must be repaired and sealed before any surface coating is applied. The revised scope will be reviewed and posted for sealed bids.

e. Vacant Units and Work Orders

Three Buckingham Terrace apartments remain unavailable while work is being completed.

Lance reported that 21 work orders have been completed and there are currently no open work orders.

f. Laundry Vendor

Meg McCormick reported that the existing laundry machines remain subject to a legal eviction process because the company rents space from the Watertown Housing Authority. Attorneys have filed the required paperwork, and the company has until September 15, 2026, before the matter proceeds for judicial review.

8. Resident Variances

a. Resident Bench

The Board approved relocating a resident's bench away from her doorway, provided it does not obstruct entrances, accessibility routes, or maintenance. The bench will be considered public property, and the Housing Authority will not be responsible for it.

b. Painting Request

The Board approved a resident's request to use a licensed and insured painter following water damage. The Housing Authority will cover the equivalent cost of its regular contractor, and the tenant will pay any difference.

Alternate colors require a written agreement stating that the apartment will be restored to Housing Authority-approved colors at move-out.

9. Resident Service Coordinator Report



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a. Sashoy Redmond, Resident Service Coordinator, reported continued resident participation at all three communities. Activities included scam awareness, self-defense, birthdays, emotional wellness, mindfulness, and recreational activities. Residents were reminded about renter rebate deadlines, upcoming flu shots, food packages, transportation updates, and energy assistance applications.

b. There were 113 activity attendances and 23 wellness checks across the three sites.

c. Smoking violators received verbal warnings. Continued violations may result in written notices and eventual eviction proceedings.

10. Resident Commissioner Report

a. Bullying and Common Areas

Sharon Pratt brought to the Board's attention her serious concerns regarding bullying in common areas. She emphasized the importance of documenting incidents and protecting other residents. If the behavior continues, the offending residents may be prohibited from using the Community Center for a period of time. The RSC agreed that this has also been a concern of hers and reported that residents have complained that they feel bullied and uncomfortable.

b. Parking and Overnight Vehicles

Sharon Pratt discussed her concern regarding unidentified overnight vehicles parked in WHA parking lots and noted that this is a safety concern for all residents. Residents with overnight aides or guests must provide the names, vehicle information, and license plates to the office.

12. Public Participation

There were no public comments.

13. Adjournment

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

Motion: Dan DiVito Vice Chair

Second: Peter Mucciarone

Discussion: None

Motion Carries

The meeting adjourned at 6:32 p.m.

Sharon Pratt Resident Commissioner/Treasurer/Secretary



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

Wednesday, September 9, 2026
Country Ridge
Buckingham Rd
Watertown, CT
5:00 P.M.

MINUTES

A Special Meeting of the Board of Commissioners of the Watertown Housing Authority was held on Wednesday September 9, 2026, Watertown, Connecticut.

Chairwoman Janelle Wilk called the meeting to order at 5:01 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

Absent

- Denise Russ

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 Special Meeting agenda.

Motion: Dan DiVito

Second: Peter Mucciarone

Discussion: None.

Motion Carries



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2. Connecticut Freedom of Information Commission

Russel Blair – Director of Education and Communications-

Presentation on the Freedom of Information Act

3. Adjournment

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

Motion: Dan DiVito Vice-Chair

Second: Sharon Pratt Resident Commissioner/Treasurer/Secretary

Discussion: None.

Motion Carries

The meeting adjourned at 5:55 p.m.

Sharon Pratt – Resident Commissioner/Treasurer/Secretary



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FOI 101: A Crash Course In The FOI Act

Connecticut Freedom of Information Commission

Russell Blair – Director of Education & Communications 860-256-3968 | russell.blair@ct.gov

Brief History Of The FOIA “The legislature finds and declares that secrecy in government is inherently inconsistent with a true democracy, that the people have a right to be fully informed of the action taken by public agencies in order that they may retain control over the instruments they have created; that the people do not yield their sovereignty to the agencies which serve them; that the people in delegating authority do not give their public servants the right to decide what is good for them to know.” — Freedom of Information Act Preamble, Oct. 1, 1975

Connecticut Gov. Ella Grasso

FOIA Basics The Freedom of Information Act grants public access to meetings and records of public agencies

The Freedom of Information Commission settles disputes that arise when citizens believe agencies are not following the law through complaints and contested case hearings

The Commission can order the production of records, issues fines, nullify votes taken at a public meeting and order mandatory training, among other remedies

What is a Public Agency? “Public agency” or “agency” means: (A) Any executive, administrative or legislative office of the state or any political subdivision of the state and any state or town agency, any department, institution, bureau, board, commission, authority or official of the state or of any city, town, borough, municipal corporation, school district, regional district or other district or other political subdivision of the state, including any committee of, or created by, any such office, subdivision, agency, department, institution, bureau, board, commission, authority or official

Board of Trustees of Woodstock Academy v. FOIA (1980): Created “functional equivalent” test

Whether the entity performs a government function

The level of government funding

The extent of government involvement or regulation, and

Whether the entity was created by government

Meetings, Overview “Meeting” means any hearing or other proceeding of a public agency, any convening or assembly of a quorum of a multimember public agency, and any communication by or to a quorum of a multimember public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction or advisory power. – Sec. 1-200, CT General Statutes

- Anybody can attend (no required sign up); boards set their own rules for public comment
- Meetings may be photographed, recorded or broadcast

Email & Meetings From meeting definition: “whether in person or by means of electronic equipment”

OK to discuss items to add to agenda, or scheduling matters

Back-and-forth debate over issues should be saved for public meeting



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Regular Meeting vs. Special Meeting

Meetings according to regular schedule filed with your municipality or the state

- Notice/agenda filed at least 24 hours in advance
- By a 2/3 vote items can be added to the agenda during the meeting
- Minutes must be filed within 7 calendar days
- Meetings outside of your regular schedule
- Notice/agenda filed at least 24 hours in advance AND must be posted on website
- Additional items CANNOT be added to the agenda during the meeting
- Minutes must be filed within 7 business days

Emergency Meetings

- Must only be called if there is a bona fide emergency that cannot wait 24 hours
- No notice or agenda is required
- Only emergency matters may be considered
- Minutes must be filed within 72 hours of the meeting, posted online and state the reason for the emergency
- "A situation must be unexpected and it must demand immediate action such that it is impossible for the public agency to give 24 hours notice of a meeting." — Board of Selectmen of the Town of Ridgefield vs. Freedom of Information Commission (2010)

When Is A Meeting Not A Meeting? The Freedom of Information Act carves out exemptions to its meeting requirements for the following:

- Personnel search committees for executive-level employees
- Strategy or negotiations related to collective bargaining
- Caucuses (same board/same party)
- Staff meetings
- Chance/social meetings

Minutes Requirements: record of who voted for what or for whom, who was in attendance at the meeting and who attended any executive sessions

- Must be available within 7 days of the meeting (draft minutes are OK)
- Still required even if a recording of a virtual meeting is posted

Electronic/Remote Meetings Regular meetings: Require 48-hour notice with instructions to attend; agenda can come 24 hours before

Special meetings: Require 24-hour notice with agenda

Online-only regular meetings must be recorded and posted on the agency's website within 7 days and available for at least 45 days

You must still submit minutes, even if a recording is available

Online participants can be kicked out if they are being disruptive (same as at an in-person meeting)

Board members can always participate remotely, but remote participation is not required for the public



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Executive Session It's OK to meet behind closed doors for five specific reasons:

- Personnel matters (Notify individual, they can demand open session)
- Pending claims or litigation
- Security
- Sale or lease of property
- Discussion of records exempt from FOIA

Must vote by 2/3 to go into Executive Session

Meetings still require notice/agenda (try to be specific on topic)

You cannot vote during Executive Session

Staff can be invited in to assist; do not create a second audience

Public Records, Definition In FOI Act "Public records or files" means any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy by law or contract under section 1-218, whether such data or information be handwritten, typed, taperecorded, videotaped, printed, photostated, photographed or recorded by any other method.

Except as otherwise provided by any federal law or state statute, all records maintained or kept on file by any public agency, whether or not such records are required by any law or by any rule or regulation, shall be public records and every person shall have the right to (1) inspect such records promptly during regular office or business hours, (2) copy such records in accordance with subsection (g) of section 1-212, or (3) receive a copy of such records in accordance with section 1-212.

Public Records, Overview Agencies do not have to answer questions, do research or create records that don't already exist

No requirement that a specific form be used

Public can inspect records at no charge

You can charge for paper copies at 50 cents per page (cities & towns) or 25 cents per page (state agencies); can also charge for digital storage (USB drive, DVD); if more than \$10 is owed you can collect the fee up front

\$20 per session fee for portable scanner (not cellphone)

Can't charge for copies of electronic records except in special circumstances

How Long Do I Have to Fulfill A Request? Must acknowledge records requests within 4 business days

Must fulfill record requests "promptly."

Advisory Opinion No. 51: Without undue delay. FOI a primary duty.

Consider: the volume of records requested; the amount of personnel time necessary to comply with the request; the time by which the requestor needs the information contained in the records; the time constraints under which the agency must complete its other work; the importance of the records to the requester, if ascertainable;



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and the importance to the public of completing the other agency business without the loss of the personnel time involved in complying with the request

Exemptions, Exceptions

- Exemptions: Permissive (optional), Sec. 1-210
- Exceptions: "Except as otherwise provided by any federal law or state statute."
- Federal laws: FERPA
- Other state statutes (examples)
- CGS § 10-151c: Public school teacher evaluations
- CGS § 1-82a: Ethics complaints (prior to probable cause finding)
- CGS § 36a-21: Department of Banking records

Examples Of FOI Exemptions In 1-210

- Preliminary drafts/notes
- Personnel or medical files that would be an invasion of privacy if disclosed
- Certain law enforcement records
- Records relating to pending claims/litigation
- Trade secrets
- Test questions, scoring keys and other examination material
- Real estate appraisals while acquisition of a property is pending
- Records related to collective bargaining strategy/negotiation
- Records protected by attorney-client privilege
- Information obtained by use of illegal means
- Whistleblower complaints
- Adoption records
- Plans/records that pose a security risk
- Responses to bid solicitations, RFPs (until contract is awarded)

Personnel Files Only exempt if there is an invasion of personal privacy

Two-part test: Highly offensive and not a matter of public concern (Perkins v. FOIC, 1993)

If there is a privacy concern, contact the employee, they have the right to request the records be withheld

Preliminary Drafts/Notes "Preliminary drafts or notes" relates to advisory opinions, recommendations and deliberations comprising part of process by which government decisions and policies are formulated; they reflect that aspect of the agency's function that precedes formal and informal decision making

Public interest in withholding documents must outweigh public interest in disclosure

Security Risk Agencies do not have to release records "when there are reasonable grounds to believe disclosure may result in a safety risk." State agencies: Consult with the Commissioner of the Department of Administrative Services

Cities/towns: Consult with the State Police

Judicial: Chief Court Administrator makes the call



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Legislative: Executive director of legislative management decides

Attorney-Client Privilege Records privileged by the attorney-client relationship can be withheld

Following factors need to be met (Shew v. FOIC, 1997):

- The attorney must be acting in a professional capacity for the agency
- The communications must be made to the attorney by current employees or officials of the agency
- The communications must relate to the legal advice sought by the agency from the attorney
- The communications must be made in confidence

Trade Secrets Agencies not required to release trade secrets (includes formulas, programs, devices, methods, cost data, customer lists, etc.)

Trade secrets can belong to a third-party business or a public agency

Must derive independent economic value from not being known/accessible

Entity owning trade secret must take reasonable efforts to maintain secrecy

Vexatious Requestors CGS § 1-206 (b): Cities/towns/agencies can petition the FOIC for relief from “vexatious requestors”

Consider: Number of requests filed; scope of the requests; nature, content, language or subject matter of the requests; nature, content, language or subject matter of communications to the agency; pattern of conduct that amounts to an abuse of the rights granted under FOI; Executive Director determines whether a hearing is warranted; Commission decides to grant or deny petition

Requestors can be barred from making requests for up to a year; they can appeal in Superior Court

10/12/2026

12:39 PM

Watertown Housing Authority

Accounts Payable

October 2026

Type	Date	Num	Name	Memo	Location	Amount
Bill	10/04/2026	BT A8	3J's Painting LLC	BT A8 paint&prep	Buckingham Terrace	2,850.00
Bill	09/25/2026	23102976	Ace Hardware	monthly charges	All	260.08
Bill	10/05/2026	1374-PQ4G-Y6MN	Amazon.com	supplies	All	37.99
Bill	09/10/2026	1DYK-3TPN-7VGJ	Amazon.com	CR supplies	Country Ridge	152.88
Bill	09/15/2026	19D1-H36Y-7M43	Amazon.com	CR supplies	Country Ridge	17.90
Bill	09/15/2026	1DCL-CC3D-9VVM	Amazon.com	CR supplies	Country Ridge	48.99
Bill	09/24/2026	1RC6-N943-39KM	Amazon.com	CR supplies	Country Ridge	152.88
Bill	08/24/2026	196M-RH9Q-6KFJ	Amazon.com	supplies	All	84.63
Bill	06/29/2026	14CP-YFD9-9GQH	Amazon.com	supplies	All	113.18
Bill	10/05/2026	1712	Carpets Plus, Inc.	TT C-4 material & labor	Truman Terrace	3,119.00
Bill	10/01/2026	520434	Complete LLC	monthly contracted services	All	7,333.33
Bill	10/01/2026	261001496101	Edwards Answering Service Enterprises Inc	monthly service	All	34.73
Bill	09/09/2026	51138183082 9 2026	Eversource	Summary billing 07/28/26-08/26/26	All	1,918.07
Bill	09/15/2026	5151 256 4030	Eversource	TT C13 Service 08/26/26-09/12/26	Truman Terrace	49.73
Bill	09/28/2026	5129 566 4080	Eversource	TT A5 Service 08/31/26-09/25/26	Truman Terrace	30.96
Bill	10/02/2026	5193 646 4072	Eversource	BT B-5 Service 08/26/26-09/25/26	Buckingham Terrace	47.40
Bill	09/25/2026	5760 163 0056	Eversource - Gas	CR Service 08/26/26-09/25/26	Country Ridge	156.67
Bill	09/07/2026	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	963.74
Bill	09/24/2026	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	2,072.66
Bill	09/01/2026	10608 BT	Lawnkeepers LLC	Lime	Buckingham Terrace	510.00
Bill	09/01/2026	10606 BT	Lawnkeepers LLC	Fertilization	Buckingham Terrace	320.00
Bill	09/01/2026	10605 CR	Lawnkeepers LLC	Fertilization	Country Ridge	402.00
Bill	09/01/2026	10607 TT	Lawnkeepers LLC	Fertilization	Truman Terrace	250.00
Bill	09/04/2026	10609 CR	Lawnkeepers LLC	Lime	Country Ridge	635.00
Bill	09/04/2026	10610 TT	Lawnkeepers LLC	Lime	Truman Terrace	398.00
Bill	10/01/2026	9630	Marino's Waterbury Glass LLC	BT A-1 and C-7 insulated glass unit	Buckingham Terrace	650.00
Bill	09/09/2026	090926	McCormick, Meg	Board meeting minutes	All	190.00
Bill	09/02/2026	335016	Millette Pest Control LLC	TT pest service	Truman Terrace	254.00
Bill	09/11/2026	335140	Millette Pest Control LLC	TT A-2 pest service	Truman Terrace	125.00
Bill	09/11/2026	335141	Millette Pest Control LLC	TT A-1, A-7, A-8 pest service	Truman Terrace	150.00
Bill	09/15/2026	07881-138730-01-3	Optimum	TT Service - monthly service	Truman Terrace	314.24
Bill	09/15/2026	07881-134130-01-9	Optimum	CR Service - monthly service	Country Ridge	360.07
Bill	09/15/2026	07881-138731-01-1	Optimum	BT Service - monthly service	Buckingham Terrace	314.24
Bill	09/29/2026	TTC14 dep	Painters VIP LLC	TT C14 deposit for painting	Truman Terrace	715.00
Bill	09/01/2026	17879	Pilicy & Ryan, PC	TT lease eviction	Truman Terrace	437.50

10/12/2026

12:39 PM

Watertown Housing Authority

Accounts Payable

October 2026

Type	Date	Num	Name	Memo	Location	Amount
Bill	09/01/2026	18146	Pilicy & Ryan, PC	CSC lease agreement	All	660.52
Bill	09/09/2026	9523	PJ Electric, Inc.	TT C17 service call	Truman Terrace	188.30
Bill	10/01/2026	6331	Propertyworx LLC	monthly management services	All	7,352.00
Bill	10/01/2026	100126	Sashoy.Redmond-RSC Funds	funding for RSC activities	All	450.00
Bill	09/09/2026	deposit	Sterling Security Systems, Inc	TT new fire alarm system	Truman Terrace	27,934.00
Bill	09/24/2026	60192513	Stewart & Stevenson Power Products	CR service call	Country Ridge	850.00
Bill	10/01/2026	06033432115BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	482.05
Bill	10/01/2026	0603343212CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	482.05
Bill	10/01/2026	0603343210TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	553.91
Bill	09/30/2026	0603346300BT	USA Hauling & Recycling Inc	BT bulk trash removal	Buckingham Terrace	877.00
Bill	09/22/2026	264632401	W.B. Mason Co., Inc.	supplies	All	101.11
Bill	09/23/2026	264663481	W.B. Mason Co., Inc.	supplies	All	47.29
Bill	09/24/2026	1020740 092426	Watertown Fire District	TT monthly service	Truman Terrace	434.48
Bill	10/08/2026	progress	Window Repair Pro LLC	BT window project	Buckingham Terrace	3,650.00
Bill	08/31/2026	5508	Worxshop LLC	reimbursement for purchases	All	96.98
Bill	09/10/2026	5514	Worxshop LLC	Aug 2026 - Maintenance & Repairs BT	Buckingham Terrace	1,592.50
Bill	09/10/2026	5515	Worxshop LLC	Aug 2026 - Maintenance & Repairs CR	Country Ridge	2,283.13
Bill	09/10/2026	5516	Worxshop LLC	Aug 2026 - Maintenance & Repairs TT	Truman Terrace	4,858.75
Bill	09/29/2026	5581	Worxshop LLC	reimbursement for purchases	Truman Terrace	197.76
Bill	10/09/2026	55589	Worxshop LLC	Sep 2026 - Maintenance & Repairs BT	Buckingham Terrace	3,981.25
Bill	10/09/2026	5590	Worxshop LLC	Sep 2026 - Maintenance & Repairs CR	Country Ridge	1,836.25
Bill	10/09/2026	5591	Worxshop LLC	Sep 2026 - Maintenance & Repairs TT	Truman Terrace	5,118.75

89,497.95



New Business



Old Business



Property Manager Report

Available Units as of 10/13

Community		Unit	Condition Necessary Work	Comment
Country Ridge	0			
Buckingham Terrace	2			
		A-8	Needs to be cleaned	
		D-3	Needs to be cleaned	
Truman Terrace	0			

Watertown Housing Authority - Work Orders October

Entered Date	Status	Description	Address1	NoteDate	Notes
09/10/2026	Complete	Move bench	BT APT. A-7	09/30/2026	Spoke to tenant and variance went through at meeting. She will move bench to designated spot in field across from her.
09/15/2026	Complete	Toilet not flushing	TT APT. C13	09/16/2026	Fixed toilet clogged.
09/16/2026	Complete	Bees nest in gutter at WHA-BT unit A-4 needs to be treated and/or removed	BT APT. A-4	09/22/2026	Dusted heavily around area of activity in gutter.
09/16/2026	Complete	Bees nest needs to be treated and/or removed from the ground at entrance to property of WHA-BT	BT	09/22/2026	Sprayed and dusted bees in ground, dug up nest and disposed of.
10/06/2026	Complete	Bathroom tub is clogged	CR APT. 37	10/12/2026	Unclogged drain in bathtub.
09/30/2026	Complete	Need to go and inspect for roaches in unit.	TT APT. A-2	10/02/2026	Went in to inspect for roaches. Called Millette's to come down and they will continue to take care of the issue until they are gone.
09/15/2026	Complete	Need to check bathroom sink that is going down slow.	CR APT. 4	09/30/2026	Fixed clog in bathroom sink.
09/16/2026	Complete	Need to put down traps for ants on kitchen counter top.	TT APT. C-11	09/30/2026	Put down ant traps on kitchen counter.
09/16/2026	Complete	Need to go check where flies are coming into unit. Tenant found over 20 flies in her unit.	BT APT. B-1	09/30/2026	Put traps outside for catching flies so they don't go into unit.
09/16/2026	Complete	Need to check why printer is jamming up in office.	BT	09/30/2026	Fixed printer that was jamming up and not printing.
09/16/2026	Complete	Need to change out light bulb in front/outside of unit.	TT APT. C-16	09/30/2026	Replaced light bulb outside of unit.
09/16/2026	Complete	Need to make keys for the new custodian.	TT	09/30/2026	Had keys made for new custodian.
09/30/2026	Complete	Need to clean out unit that was vacated by tenant.	BT APT. A-8	10/07/2026	Cleaned out all furniture and packed up personal belongings to be picked up.
09/30/2026	Complete	Need to clean out unit. Tenant passed away.	BT APT. D-3	10/07/2026	Cleaned out unit of large furniture left behind. Will start cleaning for new tenant moving over from
09/30/2026	Complete	Need to clean out unit for new tenant to move in.	BT APT. B-5	10/02/2026	Finished cleaning and prepping unit for new tenant to move in.
09/30/2026	Complete	Need to check out light switch in kitchen not working.	BT APT. B-2	10/02/2026	Replaced light switch in kitchen not working.
09/30/2026	Complete	Need to go and replace broken shower handle.	TT APT. B-7	10/02/2026	Replaced shower handle and replaced kitchen light bulb that was out.
09/23/2026	Complete	Need to got check where leak is coming from. Water is leaking from ceiling.	TT APT. B-10	10/12/2026	Found where leak was coming from upstairs and repaired it. Also repaired ceiling in kitchen. Will send painter in to paint.
09/23/2026	Complete	Had to change out wax ring and toilet flange that was rusted out.	TT APT. B-3	09/30/2026	Replaced wax ring and toilet flange that was rusted out.
09/23/2026	Complete	Need to check clog in tub drain.	BT	09/30/2026	Fixed drain in tub.
09/30/2026	Complete	Replace light bulbs in kitchen.	BT APT. C-4	10/02/2026	Replaced light bulb in kitchen.

Entered Date	Status	Description	Address1	NoteDate	Notes
09/30/2026	Complete	Need to check out light switch in bedroom for outside light fixture.	CR APT. 17	10/12/2026	Replaced light switch in bedroom for outside light in back.
09/30/2026	Complete	Need to replace light bulb in bathroom.	TT B-5	10/02/2026	Replaced light bulb in bathroom.
09/30/2026	Complete	Need to cut and remove tree limb that came down during the weekend storm.	CR	10/02/2026	Cut up tree limb that fell and put it aside for Complete to pickup.
09/30/2026	Complete	Need to check toilet not flushing.	BT APT. B-3	10/02/2026	Fixed toilet that was not flushing.
09/30/2026	Complete	Need to replace bulb in bathroom and check the closet light fixture.	TT APT. B-1	10/02/2026	Replaced bulb in bathroom and checked light fixture in closet.
09/30/2026	Complete	Need to go and check leak in storage room.	CR APT. 15	10/12/2026	Went in to check where leak was coming from. Checked roof and will follow up if it returns again.
09/30/2026	Complete	Need to replace light bulb in kitchen.	TT APT. C-8	10/02/2026	Replaced light bulb in kitchen.
10/02/2026	Complete	Need to check front door not opening correctly.	TT APT. C-4	10/07/2026	Fixed front door not closing properly due to new flooring installed.
10/07/2026	Complete	Need to check thermostat on bedroom not working and change out light bulb in bathroom.	TT APT. B-11	10/12/2026	Replaced light bulb in bathroom and checked thermostat.