



## LINCOLN APARTMENTS, LLC. BOARD OF MANAGERS

**DATE:** July 28, 2025  
**TIME:** 6:30 PM  
**PLACE:** Remote Meeting via Zoom

**Board Members Present:** Elizabeth Cullen, Chair  
Matt Dillis  
Ben Jarvis

**Corcoran Management:** Erin Gallaher, Corcoran Regional Property Manager

**Staff Present:** Jennifer Oram, Zoning Administrator

### Call to Order:

At 6:30 PM Elizabeth Cullen called the meeting to order and read the Open Meeting Law Statement.

### Approve Minutes – May 12, 2025

**MOTION:** M. Dillis moved to approve the meeting minutes for May 12, 2025  
**SECONDED:** B. Jarvis  
**ROLL CALL VOTE:** M. Dillis, aye; B. Jarvis, aye; E. Cullen, aye.  
**3-0 MOTION CARRIES**

### Property Management Report:

#### **Review of Financials:**

E. Gallagher reported the following:

- June income was on target. The property is currently 100% occupied.
- Savings in expenses across the board, to include renting, payroll, operating, and administrative.
- Savings in maintenance expenses, with the exception of high boiler repair costs.
- Gas expenses are over for the quarter due to rate and usage.
- Expenses for replacements are over due to flooring replacements during turnovers.

### Additional Capital Improvements Project Discussion:

#### **Preparation of Scope for Interior Renovations**

J. Oram reported the following:

- Staff worked with Town Procurement to update the scope of work prepared by Corcoran for common area renovations.
- Staff worked with Town administration to apply for MOD grants for upgrades to laundry room, kitchen, and roof deck; funds could be applied to offset improvement costs.
- Common area projects can be broken down and completed according to Board of Managers priorities.

#### **ADA Signage**

J. Oram reported the following:

- ADA signage will be done outside of interior renovations as there may be Town funding available for this project.

### **Mortar repair outside Unit 109**

J. Oram reported the following:

- DeMelo Construction was delayed in the completion of the project due to a misunderstanding; however, they are on site to complete the work now.
- At the request of Corcoran, DeMelo prepared a change order to address leaking near the front entrance and office areas.
- DeMelo identified mortar above Unit 109 that posed a risk of failure. At the request of Staff, they prepared a change order for the necessary additional work, to include repair of mortar and application of a sealant, which was subsequently reviewed and approved by the Town engineer.
- A third party inspection is recommended to insure quality work.

### **Additional Issues**

J. Oram and E. Gallagher reported the following:

- A 6' x 6' section of concrete near the manhole in the parking area has failed.
- Repair work will include elevation correction and regrading.
- Corcoran estimates the repair work will be under \$3,000.
- Repairs will be complete Tuesday or Wednesday.

M. Dillis asked whether the manhole was associated with the sewer or a catch basin; if it is related to the sewer system, the Town may be responsible to offset the costs. E. Gallagher said that it was a sewer manhole.

### Action Items:

- E. Gallagher will send photos of the manhole and failed pavement to J. Oram.
- J. Oram will look into reimbursement for repair costs by the Town.

### **Wi-Fi Upgrades**

J. Oram reported the following:

- In 2024, Corcoran submitted an application to MBI Residential Retrofit Program for funding for Wi-Fi upgrades to LSA, but was denied.
- In July 2025, D. Thompson submitted another application the MBI Residential Retrofit Program for LSA; the program immediately wrote back that LSA has existing high speed Internet, so LSA doesn't qualify for the program.

### Action Items:

- E. Gallagher will follow up with Corcoran IT to see whether there are any Wi-Fi cost savings programs available for LSA residents.

### **Cell Service**

E. Gallagher reported the following:

- The Corcoran IT person is still having issues contacting a Verizon rep.
- Update should be available within the next week or two.

### **Paving Update**

E. Gallagher reported the following:

- \$73,800 is budgeted for paving the parking lot.

- In 2024, the Town engineer, JR Frey, provided a quote for walkways for \$14,000.
- An additional \$10,000 will be required for striping and minor repairs.

J. Oram reported the following:

- Repaving is a multi-step process that includes grinding, repaving, and restriping.
- Walkways will also be upgraded to be ADA compliant.
- The project is on the Town's schedule to be completed this year, possibly in October.
- Residents and employees will need to relocate their vehicles during the parking lot paving work.
- The Armory is the most suitable location for temporarily relocating vehicles during the repaving process.

E. Cullen asked about the restriping and whether it was possible to make the clamshell entrance and the driveway along the east side of the building one way. J. Oram said that additional information would be required to determine whether this was possible.

Action Items:

- Town Staff will inquire about steps needed to make the entrance and driveway along the east of the building one-way.
- J. Oram to investigate possibility of widening parking spaces.
- Town Staff will work with Corcoran to develop a parking relocation plan.
- E. Gallagher will follow up with residents to make sure they are informed about the repaving timing and parking relocation plans.
- Town Staff will keep the Board of Manager informed about the process.

**LSA Community Room A/C replacement**

J. Oram reported the following:

- The project is on the CNA schedule to be completed in 2027; however, recently the unit stopped working, and the repair crew said that the unit is likely to fail soon.
- A HVAC professional will be required to design a replacement unit for the space.

Action Items:

- Staff to work with Town procurement on AC unit replacement scope and bid.

**Building Concerns:**

**Insurance Policy**

J. Oram reported the following:

- Insurance costs for LSA have increased significantly.
- Due to timing, Corcoran was forced to bind a new insurance policy without a Board of Managers approval. Corcoran will check into other options per a request of the Board of Managers.

E. Gallagher reported the following:

- The number of insurance agencies willing to insure Section 8 senior housing is limited.
- Corcoran started looking into policies in April; however, they didn't receive quotes until just before the previous policy expired.

E. Cullen asked about the increase in cost for the current policy. E. Gallagher said the annual increase was around \$4,500.

## **In Person Meeting at the Lincoln School Apartments**

E. Cullen reported the following:

- The Board of Managers has received input from residents that they would like in-person meetings or hybrid meetings with residents in the LSA Community Room.
- The first in-person will be in September 2025.

Jack Falvey joined the meeting at 7:03 PM.

**VOTE:**

**MOTION:** **M. Dillis** moved to **approve a \$200.00, Change order #1, to be processed by Corcoran Management and to be paid to DeMelo Construction Services Corp. for the repairs to the front of the LSA building.**

**SECONDED:** J. Falvey

**ROLL CALL VOTE:** M. Dillis, aye; J. Falvey, aye; B. Jarvis, aye; E. Cullen, aye.

**4-0 MOTION CARRIES**

**VOTE:**

**MOTION:** **J. Falvey** moved to **approve up to \$5,000.00, Change order #2, to be processed by Corcoran Management and to be paid to DeMelo Construction Services Corp. for additional repairs to area above Unit 109.**

**SECONDED:** M. Dillis

**ROLL CALL VOTE:** M. Dillis, aye; J. Falvey, aye; B. Jarvis, aye; E. Cullen, aye.

**4-0 MOTION CARRIES**

**VOTE:**

**MOTION:** **B. Jarvis** moved to **authorize Staff and Corcoran Management to schedule the paving of the parking areas, walkways (if ADA compliant) and relevant roadways at the Lincoln School Apartments.**

**SECONDED:** B. Jarvis

**ROLL CALL VOTE:** M. Dillis, aye; J. Falvey, aye; B. Jarvis, aye; E. Cullen, aye.

**4-0 MOTION CARRIES**

**VOTE:**

**MOTION:** **M. Dillis** moved to **authorize the Staff and Corcoran Management to work with the Town's Procurement Manager to develop a scope and bid to replace the air conditioning unit and related work for the Community Room at Lincoln School Apartments.**

**SECONDED:** J. Falvey

**ROLL CALL VOTE:** M. Dillis, aye; J. Falvey, aye; B. Jarvis, aye; E. Cullen, aye.

**4-0 MOTION CARRIES**

**VOTE:**

**MOTION:** **J. Falvey** moved to **approve the LSA insurance policy, as presented and discussed.**

**SECONDED:** M. Dillis

**ROLL CALL VOTE:** M. Dillis, aye; J. Falvey, aye; B. Jarvis, aye; E. Cullen, aye.

**4-0 MOTION CARRIES**

**VOTE:**

**MOTION:** M. Dillis moved to **approve up to \$2,500 for ABS to repair the sinkhole in the driveway at LSA.**

**SECONDED:** B. Jarvis

**ROLL CALL VOTE:** M. Dillis, aye; J. Falvey, aye; B. Jarvis, aye; E. Cullen, aye.

**4-0 MOTION CARRIES**

**VOTE:**

**MOTION:** J. Falvey moved to **authorize Staff to start work on scope of common area renovations at LSA**

**SECONDED:** M. Dillis

**ROLL CALL VOTE:** M. Dillis, aye; J. Falvey, aye; B. Jarvis, aye; E. Cullen, aye.

**4-0 MOTION CARRIES**

### **Public Comment:**

Lonnie Cutler reported the following:

- L. Cutler asked if there have been any discussions about capital improvements to install a ramp connecting the first and second floors of the LSA old building, which currently lacks elevator access. Storage, located in the old building, is not accessible via elevator.
- L. Cutler asked whether the parking spaces could be widened during the repaving process.
- Flies and hornets are getting into her apartment.

### **Action Items:**

- J. Oram will look into ADA ramp access at LSA as well as the possibility of widening parking spaces.
- E. Gallagher will follow up with the exterminator.

### **Administrative:**

Next Meeting is Monday, September 29, 2025 in person at LSA at 6:30 PM.

### **Adjournment**

**MOTION:** B. Jarvis moved to **adjourn the meeting at 7:19 PM.**

**SECONDED:** J. Falvey

**ROLL CALL VOTE:** M. Dillis, aye; J. Falvey, aye; B. Jarvis, aye; E. Cullen, aye.

**4-0 MOTION CARRIES**

### **Meeting Documents**

1. [July 28, 2025 Meeting Agenda](#)
2. [LSA Board of Managers Draft Meeting Minutes - May 12, 2025](#)
3. [LSA Audit - 2024 Signed FS and Compliance](#)
4. [LSA Audit - 2024 Signed Governance](#)
5. [LSA Audit - 2024 Signed REAC AUP](#)
6. [Corcoran Property Management - RFP](#)
7. [DeMelo Construction - Signed Contract](#)
8. [DeMelo Construction - Change Order #1](#)

9. [LSA Issues - June 2025](#)
10. [July 30, 2025 Information Session Meeting - HUD Recertification Process](#)

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