

Trumbull Housing Authority – May 9, 2016

Trumbull Housing Authority
May 9, 2016
4:00 pm
Community Room of Stern Village

Commissioners Present: Chairman, Janice Kopchik, Commissioner Thelma Burr and Suzanne Donofrio

Also Present: Executive Director Harriet Polansky

The meeting was called to order at 4:02 pm by Chairman Kopchik. Roll call was conducted followed by the Pledge of Allegiance.

Mrs. Kopchik moved the Resident Comments to the end of the meeting.

New Business

Discussion and Possible Action regarding the Stern Village Tenants Association – Mrs. Kopchik noted that at the February 22, 2016 Trumbull Housing Authority Board meeting, Kim from TOVAH discussed Project Reach and her role in working with the residents of the Trumbull Housing Authority through Project Reach. On behalf of the residents of the Trumbull Housing Authority, Kim requested that the Trumbull Housing Authority Board of Commissioners engage the legal counsel of the Trumbull Housing Authority to act upon the interests and desires of the residents who wish to participate in their community via the Tenant Association and ensure that they are provided with equal opportunity to do so. Minutes are available from that meeting for review.

Mrs. Kopchik introduced Attorney Chris Russo who provided the findings of the Stern Village Tenants Association (SVTA).

Mr. Russo stated he was asked to look into the compliance aspect of the Stern Village Tenants Association with regard to state and federal law. The laws were reviewed and he corresponded with multiple attorneys that were representing Mr. Littlefield who is a resident here and the Stern Village Tenants Association. They requested a number of documents from each of them.

He noted the basic path the law goes through starts with Chapter 128. Sec. 8-41(b). This Chapter of the CT General Statutes deals with zoning, planning, and housing community development. This particular chapter also talks about municipal housing projects. The section deals with tenant commissioners but also deals with tenant organizations. This was reviewed as to what direction would be an appropriate tenant organization at Stern Village. Section 8-41(b) reads

“The authority shall designate a tenant organization as a recognized jurisdiction wide tenant organization only if the members of the governing body of such tenant organization were elected

Trumbull Housing Authority – May 9, 2016

through a jurisdiction wide election and such tenant organization satisfies the requirements for election jurisdiction wide resident councils pursuant to regulations promulgated by the U.S. Department of Housing Development HUD.”

The Connecticut law directs to the federal law for standards that must be followed. CT 24 CFR 964 is the federal regulation they refer to. This lists a number of requirements.

The purpose of the regulation is to recognize the importance of resident’s involvement in creating a positive living environment and actively participating in the overall mission of public housing. The policy on tenant participation is that HUD promotes resident participation in the active involvement of residents in all aspects of the housing authority overall mission operation. As long as proper procedures are followed, the housing authority shall recognize the duly elected resident council to participate fully through a working relationship with the housing authority. HUD encourages housing authorities to work together. The federal law is connected to the state law and they say the same thing. The important thing is that proper procedures are followed. The housing authority has a duty to make sure that proper procedures are followed and these procedures are laid out in regulation. Mr. Russo focused on the procedures which are related to the Stern Village/Trumbull Housing Authority situation.

One section is 964.115 and it deals with resident council requirements. Resident council and tenant organizations are really interchangeable. It states a resident council must meet each of the following requirements in order to receive official recognition from the housing authority. Mr. Russo stressed the requirements that were important:

1. Must adopt written procedures such as bylaws which provide for the election of residents to the governing board by the voting membership of the residents residing in the housing. This has to be on a regular basis at least once every three years.
2. Written procedures must also provide for a recall election by the voting membership and the threshold for a recall election shall not be less than 10 percent of the voting membership.
3. Must have a democratically selected governing board that is elected by the voting membership. At a minimum, the governing board should consist of 5 elected board members. The voting membership must consist of heads of household and other resident of at least 18 years of age and older and whose name appears on the lease. The term voting membership is key because if there is not a proper voting membership and your bylaws call for a voting membership, it is a fatal flaw in the bylaws. This must be according with the federal law.
4. Election procedures and standards section is about bylaws and how those organizations are constituted. A resident council shall use an independent third party to oversee elections and recall procedures. This is not the housing authority or the tenant organization. The following minimum standards for election procedures must be followed:
 - a. All procedures must assure fair and frequent election of resident council members at least once every three years for each member.

Trumbull Housing Authority – May 9, 2016

- b. Each member of the resident council shall adopt and issue election and recall procedures in their bylaws.
- c. Election procedures shall include qualifications for office, frequency of elections and procedures for recall and limits, if desired.
- d. All voting members of the resident community must be given at least 30 days notice for nominations and elections. The notice should include a description of election procedures, eligibility requirements and dates of nominations and elections.
- e. If a resident council fails to satisfy HUD minimum standards for fair and frequent elections, or fails to follow its own election procedures as adopted, HUD shall require the housing authority to withdraw recognition of the resident council.

The Stern Village Tenants Association would need to meet these requirements. Mr. Russo was contacted by Attorney William Palmieri who represented the Stern Village Tenant Association and Mr. Littlefield. He was requested to provide documents related to these requirements and he was unable to produce any. Next Attorney William Whewell was contacted on 3/15/16 for documents relating to meeting these requirements and several other documents. Response was received on 3/29 and no documents were provided. Mr. Russo read the response which is attached to these minutes.

A copy of the original bylaws was also reviewed but there is no evidence they have been revised. There are several requirements missing with regard to elections and voting threshold. There is also a problem with member dues being required to vote. This is not a requirement under HUD. With HUD, you have to be head of household with a lease with Stern Village. This all compromises whether the Stern Village Tenant Association should be recognized. No election information has been received. If it was not in compliance with one of these requirements, the housing authority would need to withdraw recognition. In this case, none of the requirements have been met.

Mr. Russo has instructed the housing authority, even if there was never any recognition given to the SVTA, to make clear they are withdrawing any recognition of the SVTA. It does not follow with federal or state law and violates the standards in numerous areas. Unfortunately, the attorneys for the other side did not provide any documentation or cooperate with requests. The federal law encourages the housing authority to be active in engaging a tenant organization. It was the opinion of the SVTA that the housing authority had no oversight of the SVTA. Some internal topics are not within the oversight of the housing authority but making sure it is duly elected and the voting membership is appropriate is on the housing authority to make sure it is done in accordance with the law.

The housing authority has been advised to proactively move to a duly elected and constituted organization. The housing authority and tenant organization should be working together on decisions and the law actively encourages the housing authority to do so. He is advising the housing authority to withdraw recognition of the SVTA and also push to get a properly constituted tenant organization.

Trumbull Housing Authority – May 9, 2016

This meeting was noticed by agenda and a robo call was sent out. A document request was sent to his lawyer which stated the housing authority needed this information. We did not believe this organization was duly elected and this information would let us determine if this is the case. It was made clear they did not feel it was duly elected and that a new one should be formed. There has been a lot of time put towards this issue.

Mrs. Kopchik made a motion to approve the findings of Attorney Russo detailed in the submitted Opinion Letter addressed to Harriet Polansky, Executive Director of Stern Village, on May 2, 2016 and pursuant to those findings, to formally withdraw recognition of the Stern Village Tenants Association as a duly elected tenant organization pursuant to Chapter 128, Section 8-41(b) of the Connecticut General Statutes and 24 CFR 964 of the U.S. Code of Federal Regulations. Motion was seconded by Mrs. Donofrio and approved unanimously.

Kim from TOVAH applauded the efforts of the Board of Commissioners. This situation is not typically seen and by making this motion and decision it opens up the door to work towards and establish a duly elected resident association. Kim presented a time line of events to move this forward which is attached to the minutes. She also discussed the updating of the bylaws and elections.

Question was asked regarding the League of Women Voters and the legality of the election. The issue has been that since the people were elected they have not functioned in a way that is consistent with State and Federal law. Mr. Russo noted he had requested this material from the attorney and it was not provided. It is unknown if the election was done properly. If Mr. Littlefield wants to contest anything, he would need to provide information for review. It was noted in the Opinion Letter that the association was not in compliance. Mrs. Kopchik noted that Mr. Littlefield was reminded at all the meetings that he could only speak for himself, not the tenant association.

Resident Comments

In moving forward, we will not be mentioning tenants association. Kim noted that all correspondence will be written on TOVAH letterhead until the bylaws are approved. There is no reason to address the old tenant association.

Jackie Hyzynski –hopes that this is an end to the situation and that we can move forward before the State doesn't have any money to help us.

Adjournment

There being no further business, motion was made by Mrs. Kopchik to adjourn the meeting at 4:48 pm. Seconded by Mrs. Donofrio and approved unanimously.

Trumbull Housing Authority – May 9, 2016

Respectfully submitted,

Barbara Crandall
Clerk

These minutes are considered a draft until approved at the next meeting of the Trumbull Housing Authority.

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* ALSO ADMITTED NY BAR

May 2, 2016

Harriet Polansky
Executive Director of Stern Village
200 Hedgehog Circle
Trumbull, CT 06611

RE: Stern Village Tenants' Association

Harriet:

As counsel to the Trumbull Housing Authority and Stern Village, I have conducted a review of the Stern Village Tenants' Association (SVTA) to determine if said Association should be designated as a tenant organization by the Trumbull Housing Authority and Stern Village. As this letter will detail below, it is my conclusion that the SVTA should not be designated as a tenant organization by the Trumbull Housing Authority or Stern Village.

The State and Federal Law Governing Tenant Organizations

Chapter 128 of the Connecticut General Statutes concerns "Department of Housing: Municipal Housing Projects." Under Section 8-41(b) of said Chapter, it states a housing authority "shall designate a tenant organization as the recognized jurisdiction-wide tenant organization only (underlined for emphasis) if (1) the members of the governing board of such tenant organization were elected through a jurisdiction-wide election, and (2) such tenant organization satisfies the requirements for elected jurisdiction-wide resident councils pursuant to regulations promulgated by the United States Department of Housing and Urban Development."

The regulations promulgated by the United States Department of Housing and Urban Development are detailed in the U.S. Code of Federal Regulations under 24 CFR 964. As stated in §964.1 of said Regulation, the purpose of the Regulation "is to recognize the importance of resident involvement in creating a positive living environment and in actively participating in the overall mission of public housing" and details tenant participation in public housing authorities. Under §964.11 of said Regulation, it states that a housing authority shall recognize a duly-elected tenant organization as long as proper procedures are followed. §964.115 of said Regulation

details the requirements for a tenant organization (under the Regulation the terms "tenant organization" and "resident council" are interchangeable) and states the tenant must meet each of the requirements in order to receive official recognition of the housing authority. One requirement is that the tenant organization "must adopt written procedures such as by-laws, or a constitution, which provides for the election of residents to the governing board by the voting membership of the residents residing in public housing... on a regular basis but at least once every three (3) years." It requires that these written procedures:

shall allow for a petition or other expression of the voting membership's desire for a recall election, and set the number of percentage of voting membership ('threshold') who must be in agreement in order to hold a recall election. This threshold shall not be less than 10 percent of the voting membership... It must have a democratically elected governing board that is elected by the voting membership. At a minimum, the governing board should consist of five (5) elected board members.

Said Section further states that "the voting membership must consist of heads of household (any age) and other residents at least 18 years of age or older and whose name appears on a lease for the unit in the public housing that the resident council represents."

Regarding election procedures and standards, §964.130 of said Regulation requires that the tenant organization "shall use an independent third-party to oversee elections and recall procedures." In addition, the minimum standards regarding election procedures include, but are not limited to:

- All procedures must assure fair and frequent election of resident council members – at least once every three years for each member.
- Each resident council shall adopt and issue election and recall procedures in their by-laws.
- All voting members of the resident community must be given sufficient notice (at least 30 days) for nomination and election. The notice should include a description of election procedures, eligibility requirements, and dates of nominations and elections.

Under §964.130(b) of said Regulation, "if a tenant organization fails to satisfy HUD minimum standards for fair and frequent elections, or fails to follow its own election procedures as adopted, HUD shall require the HA to withdraw recognition of the resident council and to withhold resident services funds as well as funds provided in conjunction with services rendered for resident participation in public housing."

Steps Taken to Determine Compliance of the SVTA with State and Federal Law

On March 15, 2016, I submitted a letter via Certified Mail to Attorney William J. Whewell (Attached as Exhibit A), whom had been hired by Mr. Paul Littlefield, requesting a number of documents pertinent to determining if the SVTA complies with state and federal law. Mr. Littlefield claims to be an officer of the SVTA. On March 29, 2016, I received an e-mail

response from Atty. Whewell where he refused to supply any of said documents along with his explanation for refusal (attached as Exhibit B).

Analysis of the SVTA's Compliance with State and Federal Law

Due to Atty. Whewell's refusal to provide any documentation essential to determining the compliance of the SVTA with state and federal Law, I can only use Atty. Whewell's e-mail response and two documents already in my possession – a copy of the original SVTA by-laws and a copy of a recent Application for SVTA Membership (attached as Exhibits C & D, respectively) – to determine compliance. Even with this limited material, it is clear the SVTA is not in compliance with state and federal Law.

In my document request to Atty. Whewell, I requested any by-law revisions made by the SVTA to the original by-laws I have in my possession. He responded that there were "no responsive documents." Therefore, based on his response, I can only assume these original by-laws would still be in effect. Examining these by-laws, a fatal flaw exists in Article III regarding membership. Article III states "Members' dues shall be current to be eligible to vote." This requirement is in clear violation of 24 CFR 964.115(c), which states that voting membership "must consist of heads of households (any age) and other residents at least 18 years of age or older and whose name appears on a lease for the unit in the public housing that the resident council represents." Mandating that an eligible member must submit payment of dues to be eligible to vote is in direct contradiction of state and federal law. This requirement by the SVTA is further proved by the recent application for membership signed by Mr. Littlefield, which requires a payment of \$55.00 to accompany the application. Said application states "upon check clearing, an official Stern Village Tenants' Association, Inc. membership card will be mailed to you, confirming your membership." This requirement unlawfully restricts the voting membership of the tenant organization, which removes the possibility that the SVTA is duly elected. Particularly, without a proper voting membership, the SVTA is unable to have a lawful recall election, which is in direct violation under 24 CFR 964.130(a). Atty. Whewell is incorrect when he states in his response that questions regarding the application fee have "no relevance to whether the SVTA is 'duly elected.'"

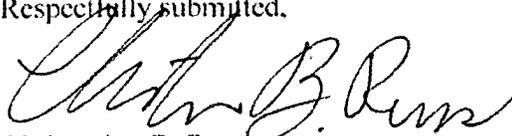
I also requested documents from Atty. Whewell regarding the election of officers of the SVTA. Under 24 CFR 964.130, the SVTA must show, at a minimum, that it used an independent third-party to oversee elections and, under 24 CFR 964.130(a)(5), all voting members of the resident community must be given sufficient notice (at least 30 days) for nomination and election. Mr. Whewell responded that documents pertaining to this issue were "irrelevant." However, under 24 CFR 964.130(b), the Trumbull Housing Authority and Stern Village are required to withdraw recognition of the SVTA if it fails to satisfy these minimum standards of this Regulation.

I further requested a list of current officers from Atty. Whewell. He made no response to this particular request. Under 24 CFR 964.115(c), "at a minimum, the governing board should consist of five (5) elected board members." This information is imperative for the Trumbull Housing Authority and Stern Village to determine if the SVTA meets the minimum standard. Through investigation, it appears Mr. Littlefield is the only board member as both Secretary and Treasurer, which would be in violation of state and federal law.

Conclusion

As indicated in the analysis above, the SVTA is in clear violation of federal law under 24 CFR 964, which also places the SVTA in violation of state law under CGS §8-41(b). 24 CFR 964 is clear that the Trumbull Housing Authority and Stern Village **must** withdraw recognition of the SVTA for failing to meet minimum standards. However, federal and state law are also clear that tenant organizations are vital to advising and assisting in all aspects of public housing operations and encourages housing authorities to foster the creation of a duly-elected tenant organization. I would recommend that the Trumbull Housing Authority and Stern Village immediately work to assist in forming a lawful tenant organization.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Christopher B. Russo". The signature is written in a cursive style with a large, stylized initial "C".

Christopher B. Russo

Exhibit A

Q & R ASSOCIATES, LLC

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* ALSO ADMITTED NY BAR

March 15, 2016

William J. Whewell, Esq.
Rosenberg, Miller, Hite, Morilla, LLC
2051 Main Street
Stratford, CT 06615
VIA CERTIFIED MAIL

Re: Stern Village Tenants' Association

Dear Atty. Whewell:

My firm, Q & R Associates, LLC, represents the Trumbull Housing Authority. It has come to our attention that you have been retained by Mr. Paul Littlefield and the Stern Village Tenants' Association. Under Sec. 8-64c(b) of the Connecticut General Statutes, the Trumbull Housing Authority needs to confirm that the Stern Village Tenants' Association is a "duly elected and constituted" tenant organization. As such, please provide the following documents relating to the Stern Village Tenant's Association:

1. Election Notices - April 2013
2. Election Ballot - April 2013
3. Certification of Election - April 2013
4. Approved and Executed By-Laws
5. List of current Officers
6. By-Law Revisions (if any)
7. Notice of Proposed By-Law Revisions
8. Meeting Minutes approving any By-Law revisions
9. Proof of Meeting Notification to Residents for the meeting referenced in Item #8
10. Meeting Minutes Documenting Motion and Approval to Change Membership Application Fees to assess additional \$50.00 legal assessment charge

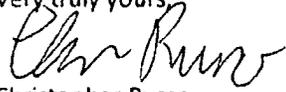
Exhibit A

11. Proof of Meeting Notification to Residents for the meeting referenced in Item #10
12. List of membership fees received
13. Current roster of members
14. Election Plan for April 2016

As the Stern Village Tenants' Association is due for elections in April of 2016, I would ask that you please promptly respond to this request by March 25th, 2016.

Thank you for your assistance in this matter.

Very truly yours,

A handwritten signature in black ink that reads "Chris Russo". The signature is written in a cursive, slightly slanted style.

Christopher Russo

Exhibit B

Christopher Russo

From: William Whewell <williamwhewell@rmhmlaw.com>
Sent: Tuesday, March 29, 2016 7:11 PM
To: Christopher Russo
Subject: Re: SVTA Documents

Dear Attorney Russo:

I have discussed your document request with my client and have the following comments:

- The documents requested in items 1-3 are irrelevant to the instant matter as the SVTA has held elections of officers since 2013.
- There are no responsive documents to items 6, 7, 8, and 9.
- The SVTA views the substance of the request in item #10 as an internal corporate matter that has no relevance to whether the SVTA is "duly elected" within the meaning of CGS Sec. 8-64c. Accordingly, as the statute explicitly provides, the SVTA wishes to have complete dominion and control over internal matters "without interference from...the authority." While the authority may have an interest in determining whether the SVTA is duly elected, item number 10 in your letter bears no relation to that interest and it is the SVTA's position that they need not comply with such an invasive request that seeks corporate financial information. The SVTA takes the same position on items 11 and 12.
- The SVTA declines to provide a membership roster as its members fear retaliation from the authority for their participation in the SVTA. Furthermore, a membership roster is of no moment if the authority's aim is to determine whether the SVTA is "duly elected."
- Item Number 14 will be provided upon receipt.

If you have any questions or concerns regarding the foregoing, please do not hesitate to contact me. Thanks.

Sincerely,

Will

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STERN VILLAGE TENANTS' ASSOCIATION BYLAWS

Article I

Name of Organization:

(a) The name of this resident association is the Stern Village Tenants' Association, Inc. (hereinafter referred to as the "Association"). It is a not-for-profit resident association constituted and established under the laws of the State of Connecticut.

(b) The organization may at its pleasure by a vote of the membership body change its name.

Principal Office:

The registered address for the transaction of business of the Association is fixed and located in Trumbull, Connecticut. The principal office shall be at 200 Hedgehog Circle, Trumbull, Connecticut.

Article II

Purpose:

The purpose of the Association is to:

(a) Represent the interests of the Stern Village tenants in matters of housing management, maintenance, modernization, and in matters affecting their health and or well-being. The Association shall serve as a representative council to make recommendations to the Trumbull Housing Authority Board of Commissioners.

(b) Maintain close working relations with the elected Resident Commissioner on the THA Board of Commissioners. Present matters and issues to the Resident Commissioner to take before the THA Board of Commissioners for action. Not to exclude the Association from taking issues to the Board of Commissioners.

(c) Promote programs to provide educational, recreational and social service

(e) Promote a partnership with Stern Village management in regards to Resident concerns over health and welfare issues.

Exhibit C

(f) Conduct and hold special election of Resident Commissioner to the Trumbull Housing Authority upon position being vacated.

(g) Promote means to keep residents informed of their rights and responsibilities under federal, state and local laws.

(h) The Association shall be the recognized Tenants' Association, under State Statute 11-203 by the Trumbull Housing Authority, Office of the First Selectman and Town Council of Trumbull.

(i) Promote, Advise, and Assist tenants in all aspects of low-income public housing matters.

(j) Cooperate with other resident councils.

Article III

Membership:

Membership in this Association shall be open to all tenants of Stern Village and shall become effective upon the signing of the Trumbull Housing Authority lease. Add: upon the signing of membership form and the payment of dues, either in total or one month if enrolled in monthly payment plan. The membership year shall be the same as the Association fiscal year. Dues shall be discounted, according to month of joining; by full months having passed since the start of the Membership Year. In the situation of a husband and wife or recognized partnership, the two individual persons shall be members individually.

Members dues shall be current to be eligible to vote.

Membership shall continue for the life of the lease.

Article IV

Association Board:

The Board of the Association shall manage the affairs and conduct business of the Association, under authority of town and state laws, and in consultation with the membership.

Section 1. Number:

The Board of the Association shall consist of six (6) seven (7) members

Exhibit C

from the Stern Village Tenants' Association membership. The board members shall elect the Association's officers. The officers shall be President, Vice-President, Secretary and Treasurer and two (2) three (3) Directors.

Section 2. Board Quorum

A majority of Board Members shall constitute a quorum.

Section 2. 3. Term of Office:

The term of office of Association Board members shall be three (3) years. Members of the Board shall serve as long as they qualify as members under Article III. Each officer shall hold office until his or her successor shall have been duly elected and shall have been qualified or until death or resignation. One may succeed oneself.

Section 3. 4. Leave of Absence:

Members of the Board shall request a Leave of Absence in writing which shall be subject to Board approval.

Section 4. 5. Resignation

Officers may resign at any time upon written resignation submitted to the Secretary. Should the Secretary decide to resign or in the absence of the Secretary, written resignation shall be submitted to the President.

Section 5. 6. Recall

A Board member may be recalled for cause by a majority vote of those present at a regular meeting of the Association. Notice shall be posted seven calendar days prior, giving location, date, time, and stating the purpose to be to recall board member and the grounds for proposed recall.

Prior to such membership meeting a written full bill of particulars shall be submitted to the Executive Board, signed by two or more members.

Article V

Officers:

The officers of the Association shall be elected by the Association Executive Board.

President: The President shall preside at all meetings of the

Exhibit C

Association. The President shall be the contact person to receive information from the residents and from the Housing Authority to the residents on matters affecting those parties. He/she shall have such other powers and duties consistent with these bylaws.

Vice-President: The Vice-President shall perform all duties in the absence of the President.

Secretary: The Secretary shall be the custodian of all records and documents of the Association and perform all other duties consistent with these bylaws.

Treasurer: The Treasurer shall (a) receive donations and other income, (b) give receipt for monies received, (c) deposit monies as needed in such banks, trust companies or other depositories as may be designated by the Board, (d) pay the Association's bills as directed by the Board.

The treasurer shall report monthly to the membership on the financial status of the Association, including a report of funds expended and received.

Directors (2) (3) The Directors shall (a) assist the above officers in the performance of their duties as needed, (b) chair subsidiary committees created by the Board.

Article VI

Association Meetings:

Section 1. Regular Meetings:

Regular meetings of the Association shall be held at least monthly except July and August, at the principal office, unless another time or place is designated.

Notice of such meetings shall be posted on the resident's notice board in the Community Room and by other means determined by the Board.

Meeting at which voting on business matters, binding upon the Association, is to take place, (i.e. contracts, proposals and legal documents), shall have official notice given two (2) weeks prior. A quorum of the members shall be present as stipulated in these bylaws, Article VI, Section 3.

Exhibit C

Section 2. Special Meetings:

The President or a majority of the officers may at any time call a Special Meeting provided that notice, including agenda, is given at least three (3) days prior to the meeting. A quorum shall be present to conduct any business.

Section 3. Quorum:

At any Association meeting, three (3) persons plus two (2) officers (one of whom must be the President or Vice-President) shall be necessary to constitute a quorum.

Section 4. Annual Meeting:

The Officers shall convene an annual meeting in June of each year. The officers shall present an annual report of the Associations' activities during the preceding year. The annual report shall include a detailed financial statement of the costs incurred and funds received by the Association during the preceding fiscal year

The Officers shall also present such reports as may be required by any funding agency.

The fiscal year shall begin July 1 and end June 30 of the following year.

Section 5. Attendance:

The Board may request that a record of those in attendance be kept.

Section 6. Voting:

Each member of the Association present shall be entitled to cast one (1) vote on a motion.

Section 7 Rules of Order

The rules contained in Roberts Rules of Order, 11th edition, shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the bylaws or the special rules of order of the Association and in which they are not inconsistent with applicable federal and state laws.

Exhibit C

Article VII

Committees:

The Board may establish such committees that it deems desirable. The committee shall initially be appointed by the President with the advice and consent of the Board. The Board shall establish (a) Regular Committees, those which are permanent and (b) Ad Hoc Committees, those which serve a special purpose or task and are dissolved upon completion.

Article VIII

Fiscal Affairs:

The Association shall establish such financial systems as required to account for the income and expenses of the Association in accordance to federal and state law.

Section 1. Monthly Journal:

The Association's Treasurer shall maintain a monthly journal recording all Association income and expenses on a regular basis.

Section 2. Deposit of Funds:

All funds of the Association not otherwise expended shall be promptly deposited in such banks, trust companies, credit unions or other reliable and insured depositories as approved by the Board.

Section 3. Checks:

All checks, drafts, endorsements, notes and evidence of debt shall be signed by at least two (2) officers as authorized by the Board; the President and one other Board member.

Section 4. Loans:

No loans or advances or promises of payment shall be contracted or accepted on the behalf of, or in the name of the Association.

Article IX

Amendments:

These bylaws may be amended or repealed by a majority vote, provided that a copy of the proposed change(s) is posted in a conspicuous place at the principal office and submitted to each member at least fourteen (14) days prior to the meeting in which said vote shall be taken.

Article X

Exhibit C

Adoption:

The Bylaws shall be adopted and become effective upon the affirmative vote of the members.

Approved and ratified at the Membership Meeting of the Stern Village Tenants' Association, on the _____ Day of _____ in the year 2013.

Revised February 6, 2013 PGL

Revised April 4, 2013 PGL

Exhibit D

STERN VILLAGE TENANTS' ASSOCIATION, INC.

Treasurer
162 Hedgehog Circle
Trumbull CT 06611

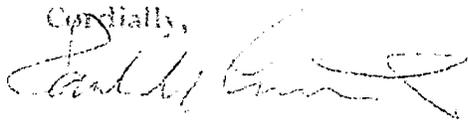
Dear _____, Apt. #: _____

Enclosed, please find the APPLICATION FOR MEMBERSHIP in the Stern Village Tenants' Association, Inc. which you requested.

Return by U. S. Mail, only, the completed APPLICATION, together with your personal check or money order, made out to Stern Village Tenants' Association, Inc. The amounts due with the application are Dues of \$5.00 plus Special Emergency Assessment of \$50.00, a total of \$55.00 USD.

Upon check clearing, an official Stern Village Tenants' Association, Inc. membership card will be mailed to you, confirming your membership. Be sure to include your telephone number, where you can be reached.

Cordially,



Paul G. Littlefield
Secretary-Treasurer
Stern Village Tenants' Association, Inc.
162 Hedgehog Circle
Trumbull CT 06611
203-459-1965

Enclosure: APPLICATION FOR MEMBERSHIP



TOVAH, Inc.
Transforming Outcomes for Vibrant Affordable Housing
342 North Main Street
West Hartford, CT 06117
860-760-9170



May 9, 2016

Board of Commissioners
Trumbull Housing Authority
200 Hedgehog Circle
Trumbull, CT 06610

**Next Steps-PROJECT REACH:
Resident Empowerment Achieves Community Building
in Housing Resident Leadership Training Program**

TOVAH, Inc. will move forward through the Project Reach Program in establishing a duly-elected Resident Association to provide a mechanism for all residents to actively participate in expanding and sustaining quality of life programming initiatives, facilitate resident involvement in future revitalization efforts of this community and strengthen and enhance partnerships with the Housing Authority.

The following is the proposed timeline of events:

Resident Association Development Process Overview Meeting/ Creating and Establishing Resident Association Organizational By-Laws	May 17, 2016
Review and Discussion/Final Draft Organizational By-Laws	May 31, 2016
Voting and Approving the Adoption of Resident Association By-Laws	June 7, 2016
Nomination Period	June 8-22, 2016
Meet the Nominees	June 28, 2016
Election of Resident Association Officers	TBD-Week of July 11, 2016
Resident Association Meetings	Monthly
Resident Association Board Meetings	Monthly



TOVAH, Inc.
Transforming Outcomes for Vibrant Affordable Housing
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860-760-9170



Process Provisions:

- All residents will receive notices regarding all meetings and will be encouraged to actively participate in this process and exercise their voice.
- All resident as members of the Resident Association will be provided the opportunity to participate in establishing organizational by-laws.
- The executed and approved by-laws will be distributed to all residents, provided to the THA Board of Commissioners and maintained on file.
- All residents will be provided with the opportunity to either self-nominate or nominate any resident in good standing to the Resident Association Board.
- All residents will be provided with a summary of the responsibilities associated with each officer position.
- All residents will have the opportunity to “Meet the Nominees” via a meeting and also through a written notification.
- A third-party non-affiliated organization will be engaged to provide election oversight.
- All residents will be encouraged to participate in the election of Resident Association officers.
- All residents will be notified of election results and provided with Resident Association officer contact information.
- A certification of the election results will be submitted to the THA Board of Commissioners.
- Guidance and training will be provided to the Resident Association officers to ensure for open and meaningful meetings for all residents promoting and encouraging resident participation.
- Minutes of all meetings will be posted for all residents to ensure for transparent communication.