

**Special Meeting Agenda**  
**Tolland Non-Profit Housing Corporation**  
**Remote - Zoom**  
**Tuesday, November 15, 2022 at 7:00 p.m**

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1. Call to Order
2. Election of Officers
3. Other Business
  - 3.1. Year End Financials
  - 3.2. 85 Rolling Meadow
  - 3.3. Approve 2023 Meeting Schedule
4. Approval of Minutes – November 18, 2021 and September 27, 2022 Special Meeting
5. Adjournment

Join Zoom Meeting

<https://us06web.zoom.us/j/84766723641?pwd=UFF1WlkzNW1iZUF1WnExa0hSeSsxQT09>

**One tap mobile:** +16469313860,,84766723641#,,, \*111522#

**Or call:** 1 646 876 9923 and input:

Meeting ID: 847 6672 3641

Passcode: 111522

**YEAR-TO-DATE BUDGET REPORT**  
**NON-PROFIT HOUSING AUTHORITY 6-30-2022**

FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>3200 TOLLAND NON-PROFIT</b>							
<b>32000060 TOLLAND NON-PROFIT - REVENUE</b>							
32000060 631010 CHARGES FOR CUR	.00	.00	.00	-6,504.88	.00	6,504.88	100.0%
32000060 651010 INTEREST INCOME	.00	.00	.00	-396.30	.00	396.30	100.0%
TOTAL TOLLAND NON-PROFIT - REV	.00	.00	.00	-6,901.18	.00	6,901.18	100.0%
<b>32000072 TOLLAND NON-PROFIT - EXPENSE</b>							
32000072 777400 OPERATING EXPEN	-41,472.75	.00	-41,472.75	4,008.50	.00	-45,481.25	-9.7%*
TOTAL TOLLAND NON-PROFIT - EXP	-41,472.75	.00	-41,472.75	4,008.50	.00	-45,481.25	-9.7%
TOTAL TOLLAND NON-PROFIT	-41,472.75	.00	-41,472.75	-2,892.68	.00	-38,580.07	7.0%
TOTAL REVENUES	.00	.00	.00	-6,901.18	.00	6,901.18	
TOTAL EXPENSES	-41,472.75	.00	-41,472.75	4,008.50	.00	-45,481.25	
GRAND TOTAL	-41,472.75	.00	-41,472.75	-2,892.68	.00	-38,580.07	7.0%

\*\* END OF REPORT - Generated by Christopher Jordan \*\*

**YEAR-TO-DATE BUDGET REPORT**  
 NON-PROFIT HOUSING AUTHORITY 9-30-2022

FOR 2023 03							
	ORIGINAL APPROP	TRNFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>3200 TOLLAND NON-PROFIT</b>							
<b>32000060 TOLLAND NON-PROFIT - REVENUE</b>							
32000060 651010 INTEREST INCOME	.00	.00	.00	-112.42	.00	112.42	100.0%
TOTAL TOLLAND NON-PROFIT - REV	.00	.00	.00	-112.42	.00	112.42	100.0%
<b>32000072 TOLLAND NON-PROFIT - EXPENSE</b>							
32000072 777400 OPERATING EXPEN	-45,481.25	.00	-45,481.25	1,283.00	.00	-46,764.25	-2.8%*
TOTAL TOLLAND NON-PROFIT - EXP	-45,481.25	.00	-45,481.25	1,283.00	.00	-46,764.25	-2.8%
TOTAL TOLLAND NON-PROFIT	-45,481.25	.00	-45,481.25	1,170.58	.00	-46,651.83	-2.6%
TOTAL REVENUES	.00	.00	.00	-112.42	.00	112.42	
TOTAL EXPENSES	-45,481.25	.00	-45,481.25	1,283.00	.00	-46,764.25	
GRAND TOTAL	-45,481.25	.00	-45,481.25	1,170.58	.00	-46,651.83	-2.6%
** END OF REPORT - Generated by Christopher Jordan **							

**BALANCE SHEET FOR 2022 13**

FUND: 3200 TOLLAND NON-PROFIT			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
3200	101100	POOLED CASH	.00	32,588.07
3200	102100	INVESTMENTS	.00	107,895.58
3200	121200	ACCOUNTS RECEIVABLE	.00	7,446.08
3200	152100	LOANS RECEIVABLE	.00	15,132.71
TOTAL ASSETS			.00	163,062.44
<b>LIABILITIES</b>				
3200	261100	DEFERRED REVENUE	.00	-22,578.79
TOTAL LIABILITIES			.00	-22,578.79
<b>FUND BALANCE</b>				
3200	333100	FUND BALANCE - UNRESERVED	-2,892.68	-140,483.65
3200	391000	REVENUE CONTROL	6,901.18	.00
3200	393000	EXPENDITURE CONTROL	-4,008.50	.00
TOTAL FUND BALANCE			.00	-140,483.65
TOTAL LIABILITIES + FUND BALANCE			.00	-163,062.44

\*\* END OF REPORT - Generated by Christopher Jordan \*\*

**BALANCE SHEET FOR 2023 3**

FUND: 3200 TOLLAND NON-PROFIT			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
3200	101100	POOLED CASH	-94.80	33,433.12
3200	102100	INVESTMENTS	.00	107,895.58
3200	121200	ACCOUNTS RECEIVABLE	-845.50	12,672.19
3200	152100	LOANS RECEIVABLE	-220.42	14,802.97
TOTAL ASSETS			-1,160.72	168,803.86
<b>LIABILITIES</b>				
3200	261100	DEFERRED REVENUE	.00	-29,490.79
TOTAL LIABILITIES			.00	-29,490.79
<b>FUND BALANCE</b>				
3200	333100	FUND BALANCE - UNRESERVED	.00	-140,483.65
3200	391000	REVENUE CONTROL	-72.28	-112.42
3200	393000	EXPENDITURE CONTROL	1,233.00	1,283.00
TOTAL FUND BALANCE			1,160.72	-139,313.07
TOTAL LIABILITIES + FUND BALANCE			1,160.72	-168,803.86

\*\* END OF REPORT - Generated by Christopher Jordan \*\*

Sean Wilder  
SEAN@CTLMS.COM

# LOSS MIT SERVICES

Phone 860-265-3727  
Fax 888-977-1146

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FACSIMILE TRANSMITTAL SHEET

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TO:  
**3<sup>rd</sup> Party Authorizations/  
Current Due/Payment  
Amounts & Schedule/Payoff  
Statement**

FROM:  
**Sean Wilder**

COMPANY:  
**Tolland Non Profit Housing  
Corporation**

DATE:  
**7/28/2022 1:04 PM**

EMAIL:  
**jpaquin@tollandct.gov**

TOTAL NO. OF PAGES INCLUDING COVER:  
**2**

PHONE NUMBER  
**860-871-3601**

CLIENT NAME  
**McDowell**

LOAN #

Property Address:  
**85 Rolling Meadow Dr  
Tolland, CT 06084**

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URGENT     FOR REVIEW     PLEASE COMMENT     PLEASE REPLY     PLEASE RECYCLE

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NOTES/COMMENTS

To Whom It May Concern:

Please place the **Authorization to Release Information** form, **included in this fax**, on file.

- **Please place Authorization on file so we can speak on the account.**
- **Please fax Current Due, Payment amounts & schedule, & payoff figures good through 08/28/2022, to 888-977-1146.**

Regards,  
Sean Wilder, SEAN@CTLMS.COM

# Authorization to Release Information

**Lender:** Tolland Non Profit Housing Corporation

**Loan/Account Number#:** Ground Lease

**Property Address:** 85 Rolling Meadow Dr, Tolland, CT 06084

## Third Party Information

Company: **Loss Mit Services**

Authorized Parties: **Sean Wilder, Anne-Marie Glogowski, Mary Van**

Authorized Parties: **Sandy Kenyon, Tina Trematerra, Michael Glogowski & Tiffany Maxim**

Mailing Address: **54 Hazard Ave #309 Enfield, CT 06082**

Phone #: **860-265-3727** Fax #: **888-977-1146** Email: **Sean@CTLMS.com**

**I/We hereby authorize you to release to the Third Party Listed Above or its agents, employees and assigns, any and all information that they may require about my loan/account for the above referenced property including but not limited to; Payoff & Reinstatement figures, Loan Modification or Short Sale Negotiations and any and all documentation in relation to the above. "Agents" shall include all Company employees, real estate agents, attorneys, and their assistants. You may reproduce this document to acquire reference from more than one source. This Authorization shall not expire unless revoked in writing by the borrower or authorized 3<sup>rd</sup> party.**

### Borrower 2

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date Phone

**2023**  
**Tolland Non-Profit Housing Corporation**  
**Regular Meeting Schedule**

November 3, 2023

The meeting will be at 7:00 p.m. and held via Zoom unless otherwise decided. In the event meetings are held in-person, it will be located on the 6<sup>th</sup> level Council Chambers of the Hicks Memorial Municipal Center at 21 Tolland Green, unless otherwise posted. Any party needing an accommodation should contact Development Office at 860-871-3601. Check the Town website for meeting cancellations or special meetings.



## **Tolland Non-Profit Housing Corporation**

### **Special Meeting Minutes**

Remote - Zoom on Thursday, November 18, 2021 at 7PM

#### In attendance:

John Beck, President; Roland Cardin, Vice-President; Nancy Orris, Secretary; Edwin Lugo.

Absent: Christina Rivera

**1. Call to Order:** The meeting was called to order by John Beck at 7:05 PM.

#### **2. Business:**

**Election of Officers** - Roland Cardin made a motion to re-elect the same officers as the previous year as follows: John Beck- President; Roland Cardin - Vice-President and Nancy Orris, Secretary. Edwin Lugo seconded the motion. The motion passed unanimously.

**2021 Financial Statement** – John Beck led a review of the 2021 year-end Financial Statement submitted by Christopher Jordan (Finance Department) of the Town of Tolland. John Beck made a motion to accept the 2021 Financial Statement. Roland Cardin seconded the motion. The motion passed unanimously.

**Approval of 2022 Schedule** – the next meeting is scheduled for Thursday, November 22, 2022 at 7PM in Council Chambers . John Beck made a motion to approve the schedule. Edwin Lugo seconded the motion. The motion passed unanimously.

**Complaint Regarding Signage** – A complaint was discussed regarding the posting of a sign for a beauty salon business on a mailbox at Rolling Meadow Drive. The Ground Lease states that property in the subdivision is exclusively for residential use. Roland Cardin and John Beck suggested amendments to the Ground Lease and Regulations that would allow subdivision residents to apply for a Special Permit From the Town of Tolland to conduct business on their property. John Beck will seek advice from Attorney John Tunila regarding the process of making amendments to the Ground Lease and Regulations.

**Foundation Inquiry** – A tenant on Rolling Meadow Drive has inquired about crumbling damage to the foundation. According to the Ground Lease, the Town of Tolland is not responsible for damage and repairs to the foundation. The tenant's foundation has not been tested to indicate a crumbling foundation. However, there is visible crumbling damage. It was suggested that tenants who apply for crumbling foundation remediation reimbursement from the State of Connecticut or other potential sources would benefit from guidance from the Town of Tolland regarding testing procedures, engaging contractors for repair/remediation and reimbursement applications. John Beck will seek advice from Attorney John Tunila as to how we will approach the Town of Tolland regarding this matter.

**Assignment of Ground Lease** - The Ropers of 57 Rolling Meadow Drive are divorcing and the wife will be getting the house in the settlement. John Beck has received the papers regarding the related mortgage refinance and an additional loan. A brief meeting may need to be called in the coming weeks in order to approve the assignment of the Ground Lease.

**Approval of December 7, 2020 Meeting Minutes** - A review of the 12-7-2020 minutes of the Tolland Non-Profit Housing Corporation was followed by a motion by Roland Cardin to approve the minutes as submitted. Edwin Lugo seconded the motion. The motion passed Unanimously.

**Complaint Regarding use of ATV's and Dirt Bikes** - Roland Cardin referred to the Complaint regarding signage—noting that the complainant had also mentioned concern about the use of ATV's (all- terrain vehicles) and dirt bikes on Rolling Meadow Drive. The Town of Tolland had informed the complainant to contact the police. John Beck will send an email to Cassandra Santoro (Town of Tolland) stating that the complaint is out of the jurisdiction of the Tolland Non-Profit Housing Corporation and that concerned residents should contact the police about the use of ATV's and dirt bikes on the road.

**Adjournment** - A motion to adjourn the meeting was made by Roland Cardin. Edwin Lugo seconded the motion. The motion passed unanimously and the meeting adjourned at 7:34 PM.

Submitted by:

Nancy Orris, Secretary

Tolland Non-Profit Housing Corporation

## **TOLLAND NON-PROFIT HOUSING CORPORATION SPECIAL MEETING**

Remote via Zoom on Tuesday, September 27, 2022 at 7:00 p.m.

In attendance: John Beck, President  
Roland Cardin, Vice President  
Ewin Lugo  
Steve Hadge

Absent: Christina Rivera and Nancy Orris

1. **Call to Order.** The Meeting was called to order by John Beck at 7:10 p.m.
2. **Business.**

2.1 A discussion ensued with regard to the situation concerning 85 Rolling Meadow Drive. The President stated that Dona-Kay McDowell had moved out of the property, but prior to moving out, she had illegally leased the same to a tenant, and that the tenant had also moved out. The President also stated that he had visited the premises, looked into the windows, and that the property looked to be in terrible shape. The President then stated that John Tunila had performed a title search on the property, which showed that McDowell had placed a \$194,400 loan on the property with Capital One Home Loans. The President stated that this was not a permitted mortgage, as defined in the Ground Lease. Apparently, the Mortgagee was not aware that McDowell did not own title to the land, and that the land was included as part of the appraisal, thereby, allowing Donna K. McDowell to over encumber the property. The Open-End Mortgage Deed went through a number of Assignments, ultimately resulting in Fidelity National Title Insurance Company owning the Mortgage. The title search also showed that there was a Mortgage from McDowell to Capital One Home Loans for \$21,000 that was recorded in February of 2007.

The President stated that he has had discussions with John Tunila, the attorney for the Non-Profit, about how to proceed, and Attorney Tunila advised him that the Non-Profit should commence an action to evict McDowell as the tenant, and then bring an action to quiet title, in which it would notice the two (2) existing Mortgagees, and then let the Court decide as to how to proceed. It was also noted that McDowell was significantly in arrears in payment of her user fees, which amount to \$17,297.84, and that there was a Certificate of Continuing Tax Lien on the property, in the amount of \$2,738.72 in favor of the Town of Tolland for delinquent taxes.

**Motion.** A Motion was then made by Roland Cardin to authorize Diana, Conti & Tunila, LLP to commence legal action to evict McDowell, and thereafter, to move forward with an action to quiet title. The Motion was seconded by Edwin Lugo. The Motion passed unanimously.

**Motion.** A Motion was then made to have the President look into obtaining insurance on the property, and to authorize him to see if the property could be winterized so that no further deterioration of the interior occurred. The Motion was made by Roland Cardin, seconded by Edwin Lugo, and passed unanimously.

**3. Adjournment.** A Motion to adjourn the Meeting was made by Edwin Lugo. Roland Cardin seconded the Motion. The Motion passed unanimously, and the Meeting adjourned at 7:34 p.m.

Submitted by: John Beck, President, Tolland Non-Profit Housing Corporation