



Woodhaven Elder Housing
c/o Alan Slawsby & Associates, Inc., Managing Agent
P.O. Box 6700
Holliston, MA 01746-6700

Minutes Elder Housing Committee Meeting
August 28, 2025

The meeting was called to order by Pamela Dowse at 3:02 PM. Committee members present were: Steve Petty, Pamela Dowse and Theresa Burns and Kitty Sturgis the temporary Treasurer with no voting capabilities. Also in attendance was Fire Chief Zach Ward, Kristina Gallant from the COA and Claire M. McClellan from Alan Slawsby & Associates.

Residents in attendance were Marie Elwell, Roberta Heffron, Joanna King, Judy Costello, John KilBride, Carole Marple, Ann Copponi, and Bonnie Chick. Abby Fisk was also in attendance as a visitor.

The meeting notice and posting verification was received from the Town Clerk's office.

The minutes of the EHC meeting on June 18, 2025, were approved.

Fire Chief Zach Ward

- The Chief was present to discuss the procedures in the Resident Handbook that should be followed during a fire drill. A resident questioned this at the July EHC meeting as to whether some changes should be made. The chief had his lieutenant review the procedures and visit the buildings to see if changes were necessary. It was their feeling that the current procedures were best, and residents should continue to follow them.
- Chief Ward said he will purchase stickers for resident's doors for anyone who might have hearing, visual or mobility issues.
- A Committee member suggested posting the procedures for a fire drill on the bulletin board in each of the buildings.

Council on Aging Report- Kristina Gallant

What's Happening in September

Fitness Classes

- Zoom classes - Tone & Stretch on Tuesdays and Cardio on Fridays

- In-person classes - Fun Fitness on Mondays, Tai Chi on Wednesdays, Thursday Weekly Walks
- New Class – Sculpt & Stretch – Thursdays at Town Hall (mid-Sept. moving to the Library)

August

- Shark Presentation with Photographer Bob Michelson & Lunch – Thurs. Aug. 28 @ 12pm, Town Hall, 2nd Floor

September

- Fire Dept. Annual BBQ – Wednesday, Sept. 3 @12pm, Fire Station
- Ladies Lunch – Tuesday, Sept. 9 @12pm, Sherborn Fireside Tavern
- Blood Pressure – Thursday, Sept. 11 @10am & Sept 25 @2pm, Library, 2nd Floor
- Thursday Cafes – Sept. 11 & 18 (Pilgrim Church @12pm) & 25 (Library @12:30pm)
- Men's Lunch – Friday, Sept. 12 @12:00pm, Sherborn Fireside Tavern
- Sea Glass- Monday, Sept. 15 @10:30am, Town Hall, 2nd Floor (sponsored by Residences of Valley Farm)
- Lifetime Learning Law & Order – Monday, Sept. 15, 29, Oct. 6 @2pm, Town Hall, 2nd Floor
- Dementia Friendly Lunch & Learn – Friday, Sept. 19 @12pm, Town Hall, 2nd Floor
- Woodhaven Breakfast – Tuesday, Sept. 23 @10am, Outdoors/Woodhaven Community Room
- Lifetime Learning Watercolor – Thursday, Sept. 25, Oct. 2, 9 & 16 @2pm, Town Hall, 2nd Floor
- Expressive Art Therapy – Tuesday, Sept. 30 @1:00pm, “The Center” in Holliston

Coming Up

- Lifetime Learning KevTech – Wednesdays, Oct. 1, 8, 15 & 29 @2:30pm, Town Hall, 2nd Floor
- Thursday Café – Oct. 2 (Roger Tincknell) @12pm, Library
- Men's Lunch – Friday, Oct. 10 @12pm, Sherborn Fireside Tavern
- Ladies Lunch – Tuesday, Oct. 14 @12pm, Sherborn Fireside Tavern
- Lifetime Learning History – Monday, Oct. 20, 27, Nov. 2 & 10 @2pm, Town Hall, 2nd Floor
- Medicare Presentation – Tuesday, Oct. 21 @1pm, Town Hall, 2nd Floor or on Zoom
- Lifetime Learning Creative Writing – Oct 23, 30, Nov. 6, 13, 20 & Dec. 4 @2pm, Town Hall, 2nd Floor
- Lunch & Learn – Friday, Oct. 24 @12pm, Town Hall, 2nd Floor
- Lifetime Learning Poetry – Wednesday, Oct. 29, Nov. 5, 12, 19 & Dec. 3 @10:30am, Library
- Thursday Café – Oct. 30 (ECDC Halloween Parade) @12pm, Pilgrim Church

Please RSVP for all programs

Reminder to visit our website for the latest updates sherborncoa.org. We're here to support all residents, and we'd love to hear your thoughts or suggestions. Feel free to give us a call at 508-651-7858 or email us at coa@sherbornma.org. We're always happy to help!

Building Maintenance Report – Steve Petty

- The building for the water supply is just about ready for the addition of new equipment. The contractors will also be starting soon to cut the pavement. When this work begins resident's cars will have to be moved.

Landscape Report – Kitty Sturgis

- The landscapers are continuing to work on Wednesday.

Treasurer's Report – Kitty Sturgis

- Carey Moores reported the floor in the dumpster enclosure for buildings 1 & 2 is dangerous. Approval was given for him to replace the cement floor at a cost of \$425.00.
- There is money left in the account that was set up for window replacement. It was suggested by Claire that \$1,800.00, which is the quote given by Rick Aston to do the installation, be used to install the windows in the Community Room doors that lead to the outside. Kitty thought that was a good idea.
- The expenses to date are \$24,435.94 from a FY budget of \$457,246.00.

Management Report – Claire McClellan

- I have received many compliments about the new dumpster enclosures that Carey installed with Richie, his helper.
- Apartment 3H has been rented to a Sherborn resident, Zelimir Krokar. He will be moving in gradually in the next few weeks.
- The electrician has completed wiring the buildings for the surveillance equipment. The next step is installing the cameras. This work should begin in a week.
- Stumpy's will be on site on Friday, September 5th for tree work. They have tagged the trees where branches will be removed with a blue tag. A red tag indicates they will be just trimming branches on the tree.
- I want to remind everyone that it was agreed that when a package is delivered and put on the bench when you see it there, please place it inside the bench. While it is appreciated that it is placed outside a resident's door, when that resident is leaving his or her apartment they could trip over it.
- I sent an email to everyone about the limited parking at Woodhaven due to all the extra vehicles on the property belonging to vendors. I received permission from the SPD that Village Way can be used for parking while this work is being done but only during daytime hours.
- The wasp nest that was up at the roof line in building 2 above the Community Room was removed by Bay State Pest Control at no charge. It is included in their contract with Woodhaven.
- Carey will be asked to give a quote for a step at the outside of the rear door in building 1.

Public Comment

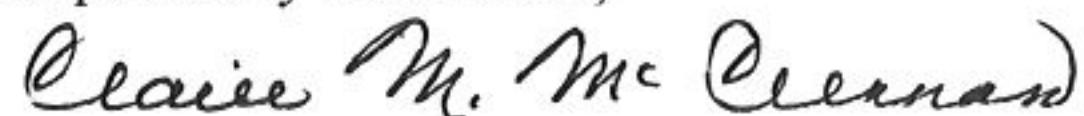
- A complaint was received that the electrician's crew left building 1 without cleaning up after they completed their work. They did return the next day to clean the hallways.
- It was requested that the blacktop be seal coated once the outside work is completed. Steve said he would take care of it.
- A resident reported that the sidewalks in the patio area are not level, and someone could trip over them. Steve said he is consulting with a vendor on this problem.

Chair's Report- Pam Dowse

- Interest checks for last month's rent from the residents will be going out soon.

The meeting adjourned at 3:40PM. The next meeting will be held on September 18th.

Respectfully submitted,



Claire M. McClellan, Managing Agent

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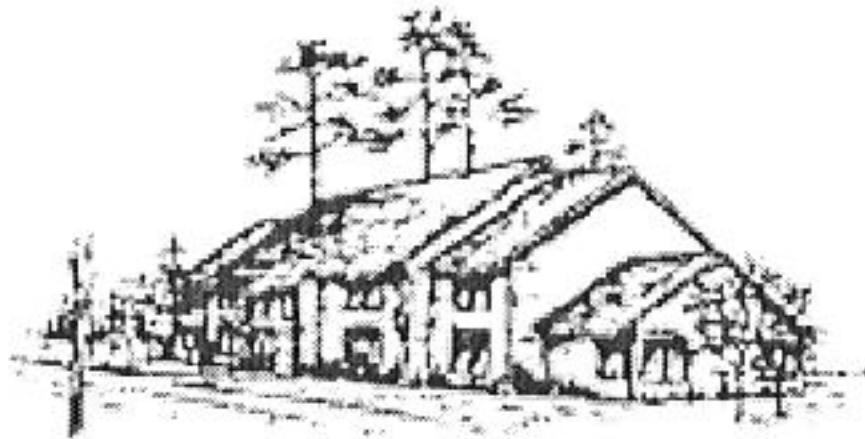
SEHC Treasurer's Report
8. 28. 25

| Warrant Date | CODE | FY 2026 | Balance | Expense | Expense | Expense | Balance |
|--------------------------|--------|---------|------------|----------|---------|----------|------------|
| | | | | | | | Month |
| | FY2025 | 7/1/25 | 7-17-25 | 7-31-25 | 8-14-25 | 8-25-25 | 8.28.25 |
| Electricity | 5210 | 31,000 | 31,000.00 | 1069.01 | | 1142.79 | 28788.20 |
| Outside Maint./Landscape | 5240 | 19,236 | 19,236.00 | | | 3065.63 | 16,170.37 |
| Repair/Maintenance | 5242 | 109,400 | 107713.00 | 4412.50 | 1840.53 | 10991.59 | 88,909.34 |
| EH Renovations Expense | 5243 | 110,000 | 110,000.00 | 10098.77 | | | 15,000.00 |
| Apartment Turnover Exp. | 5291 | 15,000 | 15,000.00 | | | | 19,166.00 |
| Fee for Service | 5300 | 19,166 | 19,166.00 | | | | 1,000.00 |
| Legal Services | 5303 | 1,000 | 1000.00 | | | | 19650.27 |
| Water Treatment Facility | 5310 | 23,000 | 22,956.32 | 351.60 | 1177.41 | 1777.04 | 23,236.01 |
| Prop Mgmt Contract | 5312 | 27,876 | 26714.56 | 1161.50 | 1161.50 | | 13,953.76 |
| Alarm systems Expenses | 5318 | 17,927 | 17827.01 | | 99.58 | 3773.67 | 200.00 |
| Window Washing | 5319 | 900 | 900.00 | | | 253.66 | 12,522.67 |
| Lift and elevator Costs | 5320 | 15,400 | 12800.00 | 43.67 | 1578.00 | 1579.00 | 16,479.00 |
| Cleaning Contract | 5321 | 19,636 | 19636.00 | | | 10.76 | 317.91 |
| Postage | 5345 | 350 | 350.00 | 21.33 | | | |
| | | 0 | 0 | 423.29 | | | 12,794.33 |
| Community Room Exp | 5580 | 13,631 | 13217.62 | | | | 6,270.00 |
| Insurance | 5740 | 6,270 | 6270.00 | | | | 4,675.00 |
| BLDG Generator #2 | 5850 | 4675 | 4675.00 | | | | 389736.82 |
| Total Maintenance Budget | | 434,467 | 428,611.45 | 17158.38 | 6280.31 | 24435.94 | 22779.00 |
| Debt Service | | 22,779 | 22779.00 | | | | 403,515.81 |
| TOTAL BUDGET | | 457,246 | 451214.45 | | | | |

* per Amy - credit on account + 88.00 to balance

Rathbun, R Shurrow
Interim Treasurer
8. 28. 25

Prepared by and date:



Woodhaven Elder Housing
c/o Alan Slawsby & Associates, Inc., Managing Agent
P. O. Box 6700
Holliston, MA 01746

Telephone: (781) 237 6498
claire@slawsby.com

Management Report
August 28, 2025

I have received many compliments about the new dumpster enclosures that Carey and his helper Richie have installed near building 3. I have been watching the progress, and they have been truly dedicated to the installation.

The good news is that Polly's apartment has been rented to a Sherborn resident, Zelimir Krokar, who will be moving in slowly during the next few months.

The electricians have completed wiring the buildings for the surveillance equipment. The next step is camera installation which should begin today or tomorrow. They expect the work on the property to be completed next week.

Stumpy's has scheduled the tree work on Friday, September 5th. They have tagged the trees where they will be removing branches with a blue tag. A red tag indicates they will trimming the branches on the tree.

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