

The Minutes of the Annual SHA Capen Court Corporation Meeting duly called and held on April 17, 2025.

The SHA Capen Court Corporation Meeting was held in-person at the Mystic Activity Center at 530 Mystic Avenue, Somerville on Thursday, April 17, 2025, at 4:30 p.m.

The Executive Director Diane L. Cohen called the roll at 4:57 p.m. Upon roll call Commissioners present and absent were as follows:

PRESENT

Joseph Capuano
Eleanor Rances

James Zamer
Dennis Lemard

ABSENT

Adeleine Mannion

Others in Attendance: Adam Garvey, Deputy Director; Arnaldo Velazquez, Director of Finance & Administration; Matt Lincoln, Director of Leased Housing; Brian Langton, Director of Modernization; Joe Whalen, Maintenance Director; Shannon Bennett, Director of Resident Services; Lisa Taylor, Director of Admissions, Occupancy and Compliance; Charlie Femino, Public Safety Consultant; Resident members of Mystic Tenant Association.

MEETING CALLED TO ORDER

1. ELECTION OF OFFICERS

Commissioner Lemard made a motion to nominate Commissioner Capuano as Chairman. Commissioner Zamer seconded the motion.

All in favor: 3-0-1

Commissioner Capuano made a motion to nominate Commissioner Zamer as Vice-Chairman. Commissioner Lemard seconded the motion.

All in favor: 3-0-1

Commissioner Capuano made a motion to nominate Commissioner Rances as Treasurer. Commissioner Zamer seconded the motion.

All in favor: 3-0-1

Commissioner Capuano made a motion to nominate Commissioner Lemard as Vice-Treasurer. Commissioner Rances seconded the motion.

All in favor: 3-0-1

Commissioner Lemard made a motion to approve the 2025 Slate of Officers for the SHA Capen Court Corporation. Commissioner Zamer seconded the motion.
All in favor: 4-0

2. APPROVAL OF MINUTES

a. SHA Capen Court Corporation Meeting – January 30, 2025

Commissioner Lemard made a motion to approve the minutes of the SHA Support Corporation Meeting held on January 30, 2025. Commissioner Rances seconded the motion.
All in favor: 4-0

3. NEW BUSINESS

a. Increase of Capen Court, LLC management fee receivable by 5%.

Director of Finance and Administration Arnaldo Velazquez explained that currently Capen Court pays 4% management fee, however the operating agreement allows for an increase to 5%. Therefore, he recommends the 5% management fee with the opportunity to yield an additional \$97,300 to SHA.

Commissioner Lemard made a motion to approve the increase of management fee to 5%, payable to the Somerville Housing Authority (the agent), in accordance with the Amended and Restated Operating Agreement dated April 1, 2010. Commissioner Rances seconded the motion.
All in favor: 4-0

4. ADJOURNMENT

Commissioner Zamer made a motion to adjourn at 5:00 p.m. Commissioner Lemard seconded the motion.
All in favor: 4-0

Diane L. Cohen

Diane L. Cohen
Executive Director

ATTEST
A True Copy

Documents presented during the SHA Capen Court Corporation meeting on 4/17/2025.

- Agenda
- 2(a): SHA Capen Court Corporation Meeting Minutes – January 30, 2025
- 3(a): Memorandum: Request for increase to Management Fee payable to Somerville Housing Authority