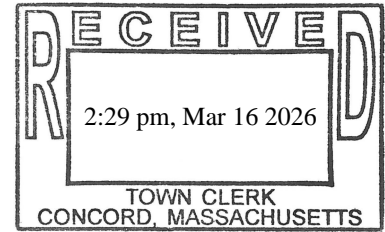




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**MEETING MINUTES**  
**February 5, 2026**  
**Via Zoom**  
**4:00 PM**



**1. Roll Call**

After some technical difficulty the meeting was called to order by Chair Bader at 4:19 PM.

**Members Present**

Stephan Bader  
Stephanie Chrobak  
Edward Larner  
Rick Eifler

**Members Absent**

Bea Fousek

**Others Present**

Jennifer Polito, Executive Director  
Lois Suarez

**2. Consent Agenda**

- a. To approve minutes of the regular meeting of January 2, 2026
  - b. To approve Executive Director Evaluation for 2025
  - c. To approve fee accountant financials for December 2025
  - d. To approve quarterly financials through December 2025
  - e. To approve payment of the bills/Section 8 disbursements January 2026
- VOTED: On a motion by Mr. Eifler and seconded by Ms. Chrobak to approve the consent agenda**  
**YES: Bader, Chrobak, Larner, Eifler**  
*Resolution 2526.1*

**3. Old Business**

- a. **CHA Local Properties, LLC Update**
  - **Approval of Lowest Bidder GCE Associates for Design Services in the amount of \$11,750 (Powder Mill Rd. Bathroom Project)**

**VOTED: On a motion by Mr. Eifler and seconded by Mr. Larner to approve GCE Associates for Design Services in the amount of \$11,750.**  
**YES: Bader, Chrobak, Larner, Eifler**  
*Resolution 2526.2*
- b. **Board Member Reports on Committee Meetings Attended**

Mr. Bader attended the Chair Breakfast; Mr. Larner attended the CHDC meeting and Mr. Bader, Mr. Larner and Ms. Polito attended the Habitat for Humanity event.
- c. **Fire Sprinkler Project at Everett Gardens/Everett Gardens Expansion HILAPP Application**

We were informed today that our HILAPP application for \$750,000 has been approved by EOHL.

**4. New Business**

**a. Executive Director Report**

Report was included in materials. Updates were provided on capital projects. Staff worked tirelessly during the recent snowstorm. We also have had a recent purge in no-heat calls. We also are going to incorporate AI onto our website where the public can ask questions such as “what is the rent collection policy” or “where can I apply for public housing”. All documents will also be translated if requested.

**b. 2025 EOHLC Occupancy Compliance Monitoring of PBT Renovation**

Report was included in materials. There were no findings.

**c. Approval of Mechanical Air Control – lowest bidder – Maintenance and Repair of HVAC Systems in the amount of \$30,670**

**VOTED: On a motion by Mr. Eifler and seconded by Mr. Larner to Mechanical Air Control Maintenance and Repair of HVAC Systems in the amount of \$30,670.**

**YES: Bader, Chrobak, Larner, Eifler**

*Resolution 2526.3*

**d. Approval of Shared HR Pilot Intergovernmental Agreement – Arlington H.A.**

The CHA will participate with several other neighboring agencies in a Human Resource Program. In the future, when we have a staff opening – we will be able to rely on this program to post positions, interview and onboard benefits. The CHA will have to pay a minimal cost (based on percentage of units) for administrative fees to the Arlington H.A.

**VOTED: On a motion by Mr. Larner and seconded by Ms. Chrobak to authorize Jennifer Polito to sign Shared HR Pilot Intergovernmental Agreement with the Arlington H.A.**

**YES: Bader, Chrobak, Larner, Eifler**

*Resolution 2526.4*

**e. New Resident Service Coordinator – Alex Maslow**

Minuteman Services has provided us with a new RSC, Alex. He will start in the middle of February. A newsletter article published a brief bio on him. Residents are invited to a meet and greet on 2/17.

**f. Board of Commissioners Self Evaluation – discussion**

Chair Bader asked the board for feedback on a self-evaluation. The board briefly discussed, but opted to not move forward at this time.

**5. Public Comment**

None.

Next meeting: Thursday, March 5

**6. Adjournment**

**VOTED: On a motion by Mr. Eifler and seconded Mr. Larner to adjourn at 5:08 PM**

**YES: Bader, Chrobak, Larner, Eifler**

*Resolution 2526.5*

Respectfully submitted by:



Jennifer M. Polito, Secretary  
February 5, 2026

Summary of Documents referenced include the following:

- Meeting Agenda
- Minutes of meeting of 1/8/26
- Financials – Quarterlies, Check Report, etc.
- Powder Mill Rd. Designer Proposals
- HVAC Bid
- Executive Director Evaluation Results
- Shared HR Agreement
- Housing AI Flyer
- February/March Newsletter
- Board Self Evaluation Questionnaire
- Executive Director Report