

Report to: Elgin Seniors Housing Board  
Meeting Date: Dec 4<sup>th</sup> 2024  
**Report Title: Facilities Custodian & Tenant Liaison Report**

Author's Name: Nicole Halladay  
Position: Facilities Custodian & Tenant Liaison



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**RECOMMENDATION:**

That this report be acknowledged.

**PROPERTY MANAGER UPDATE:**

**Inspections** – happening monthly.

**House Keeping being done:**

- Continuing communication with tenants and dealing with any issues that come up
- Have continued having repairs on appliances, and replacing if not able to fix
- Will be printing out check list for supplies needed for 72 hrs by Hydro One, and supply to tenants
- Did visual check of the 2<sup>nd</sup> section of the Dryer ductwork, will supply photos
- ABC Fire Protection came and exchanged all the fire extinguishers in the units and mechanical rooms

**Pest Control:** Abell Pest Control has continued with Spring and Fall exterior spraying and exterior bait stations, had 1 interior baiting needed.

**Occupancy:** 1 Unit empty at the moment, 63 unit 1 will be filled Jan 1<sup>st</sup>, 2025 and 3 tenants left in 2024 due to medical reasons or to live somewhere with transportation available. Have been receiving calls about applying for housing forward them to United Counties of Leeds & Grenville Social Housing, have printed out some applications for people.

**Upcoming maintenance:**

Interlock walkways need to be repaired/replaced

*N. Halladay*

NAME: Nicole Halladay

Monday Dec 2<sup>nd</sup> 2024

DATE

Property Manager Update