

Lisa Zelasko

From: Lisa Zelasko
Sent: Wednesday, July 23, 2025 11:41 AM
To: Robert Lee; R L
Cc: Michelle White; Wanda Fortune; wfortune0467@gmail.com
Subject: RE: Document shared with you: "Glenwood and Weaver Meeting 7-18-25"

Received, Thank you..

Regards,

Lisa Zelasko

Summit Housing Authority
Administrative Specialist
512 Springfield Avenue
Summit, New Jersey 07901
Email: lzelasko@summitnjha.org
Phone: 908-273-6413

From: Robert Lee <rlee@summitnjha.org>
Sent: Wednesday, July 23, 2025 11:25 AM
To: R L <unusuallee@gmail.com>
Cc: Lisa Zelasko <lzelasko@summitnjha.org>; Michelle White <mwhite@summitnjha.org>; Wanda Fortune <wfortune@summitnjha.org>; wfortune0467@gmail.com
Subject: Re: Document shared with you: "Glenwood and Weaver Meeting 7-18-25"

Hey Y'all,

I just wanted to confirm you got my email. I set up the meeting notes as google doc so we call all easily edit/add anything that may have been forgotten.
Have a look and see if you agree with my comments.
Also, I changed formatting to make it easier to track items.

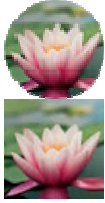
Best,
Robert E Lee

Commissioner
Summit Housing Authority

Email: rlee@summitnjha.org

On Jul 22, 2025, at 10:52 PM, R L (via Google Docs) <unusuallee@gmail.com> wrote:

R L shared a document



R L (unusuallee@gmail.com) has invited you to **edit** the following document:

Hi Y'all,

I added in some points I thought were missing; it felt like we discussed quite a bit after the slow start.

I changed the format of the meeting minutes to make it easier to discuss individual topics. If we can keep them numbered, like this would be a huge help in responding to all concerns, and will allow us to give a status updates and track progress a little better.

I'm sure this can be set up in the Microsoft office environment, too, but I didn't know how to do it so that Wanda would be able to access.

Also, Office has automatic meeting summary capabilities that are excellent. Don't know how yet... I'll share as soon as i know.

Please add in anything that may still be missing.

Lisa, if you can check all the changes and "accept" if you agree with them, or reply/comment if you don't. That way you are the "Master" editor of the minutes.

Let me know if you have any thoughts.
cheers

 Glenwood and Weaver Meeting 7-18-25



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