

MASON COUNTY HOUSING AUTHORITY MINUTES

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF MASON COUNTY (MCHA) HELD AT 9:00 A.M. ON **May 27**, 2010 AT THE MASON COUNTY COMMISSIONER CHAMBERS, 411 NORTH FIFTH STREET, SHELTON, WA 98584

1. **CALL TO ORDER AND ROLL CALL:** Chair Wallace called the meeting to order at 9:02 a.m. Roll call was as follows:

Present:

Chair Merrill Wallace
Commissioner Gayle Weston
Commissioner Jeannie Gruber
Commissioner Carolyn Malanowski
Commissioner Michael Neher

Absent:

Wendy Pearsall, Legacy Regional Manager

Also Present:

Tom Drake, Longview Finance Director
Dan Mahoney, Mahoney & Sons
Ben Mahoney, Mahoney & Sons
Genevieve Loche, Community Manager
Marie Seymour, Central Operations

2. **MINUTES:** Approval of the April 22, 2010 regular meeting minutes. Mr. Drake made comments for minute changes from April 22, 2010 as follows: 1st page/1st paragraph: 186 on the waiting list be change to 196. Page 3: 3rd paragraph "whether" misspelled.

Chair Wallace called for motion to approve the April 22, 2010 regular meeting minutes. Commissioner Weston/Malanawski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

3. **PUBLIC COMMENT:** None
4. **CHAIRMAN COMMENTS:** Chair Wallace received an email from Mrs. Stewart of the Mason-Thurston Community Land Trust. She requested an updated waiting list for the properties. She also requested a discussion be added to the agenda regarding the housing survey, which was done a number of years ago.

Commissioner Malanowski commented that 2003 was when the last needs assessment was done by Common Ground because it was brought up as a matter of importance in the year prior, and that Department of Commerce (CTED) had a hand in funding it at the Housing Coalition's request.

Commissioner Gruber commented that the topic at the next Community Services meeting is housing, so it is appropriate that the topic comes up now.

5. **COMMISSIONER COMMENTS/REPORTS:** None

6. **FINANCIAL:**

- 6.1 **Approval of Claims Certification for April 2010.**
The Cove Apartments - \$29,010.26

Pine Garden Apartments - \$20,937.35
Kneeland Park Apartments - \$13,732.43

Chair Wallace called for motion to approve the Claims Certification for April 2010. Commissioner Weston/Neher moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

- 6.2 **Income Statement Review-** Mr. Drake reported that on the financial report, there is only one area that he's concerned about with Pine Gardens and Kneeland Park. Accounts payables are being held a little longer than he would normally expect. He will email Wendy and ask her for more details. He reported that operations seem to be right in line. The revenue and expenses are over budget.

Mr. Drake noted that the 'totals' page is missing. The co-properties Pine Gardens and Kneeland Park are pretty much in line and appear to be cash flowing just fine.

Mr. Drake added that Wendy is working on the budgets for the coming year, and that with the account balance, it's unlikely that there will be a rent increase.

7. MANAGEMENT:

- 7.1 **Routine Occupancy and Property Inspection Reports** for The Coves, Kneeland Park, and Pine Garden for the month of April.

Mr. Drake made a comment about Kneeland Park's new picnic area and that it needs to be wheelchair accessible with new sidewalks.

Commissioner Weston asked if it made sense to put in a new picnic area at Kneeland Park apartments since there is a park across the street already.

Ms. Loche responded that the Vice President of Legacy recently donated a wooden playground toy that is for the new park at the apartments. She feels that it will get used quite a bit since the kids won't have to cross the street now to get to Kneeland Park. She also made the point that it will also eliminate children playing in the parking lots.

Ms. Loche commented that she is going to place a barbecue at the park and would like to eliminate all barbecues from the porches of residents since it creates a fire hazard.

Commissioner Gruber commented that it might be a good idea to have a work party to help build the park.

8. DEVELOPMENT: None

9. UNFINISHED BUSINESS:

- 9.1 **Pine garden renovation Status-**

Chair Wallace mentioned that HUD had been asked months ago about using replacement reserve funds for the relocation. Relocation funding was not included within the loan.

Mr. Mahoney shared the Scope of Repairs packet that he had prepared that the bank needs for the renovations to Pine Garden. It includes costs and outlined the time frames for all the renovations to Pine Gardens that are expected to last about 12 months. He explained that they will vacate two units and that will take approximately three weeks to complete each

unit.

Mr. Mahoney explained that included in his report are independent bids for demolition, cleaning of units, cabinets, appliances, millwork and flooring. He stated that he has bids from several places including Home Depot for cabinets, flooring, millwork, doors and paint.

Mr. Mahoney explained that the City of Shelton requires one \$50.00 fee per unit in permits. They also require expansion tanks to be installed on top of the new water heaters that cost \$50.00.

Mr. Mahoney explained that he would need a representative from the Housing Authority to help him choose fixtures once the time comes. He explained that he included cabinet and floor plans in his report and that Home Depot came out and measured the units. There is also a cost breakdown included in report.

Mr. Mahoney added that they could outfit the staging units with furnishings for \$3,000.00 per unit through Bill McTurnal that would include furniture and everything down to forks and plates.

Mr. Mahoney explained that since funding will probably run out before all of the units get rehabilitated, they would start with the worst units first, then complete as many as possible before the funding runs out. He explained that he included an allotment in his report, and that he has been retained by the Community Action Council as the site supervisor. He explained that there would be a total of 14 stages of 2 units per 28 units, and that there will be a 5-week turnaround on the cabinets meaning they will have to be ordered in stages.

Mr. Mahoney brought samples of cabinets, carpet and vinyl for the Board to look at.

Ms. Loche reported that the tenant's attitudes are very optimistic about the renovation and the relocation process.

Commissioner Neher asked Ms. Loche if they were planning on placing a hold on the next apartment that comes available so that it can be used as a staging apartment for the relocation part of the renovation.

Ms. Loche responded that she would place a request so that they would have a total of two units empty and available for relocation.

Mr. Mahoney explained that the relocation units will suffer some damage due to moving tenants in and out, but the plan is to have them professionally cleaned each time, so damage should remain at a minimum.

Chair Wallace reported that what the Housing Authority is seeking from HUD right now is the approval to use the replacement reserve for relocation and if they are going to cap it or not.

Ms. Loche noted that she has done a walk-through of all the units and written a list of priorities of how badly damaged each unit is. She also mentioned that the one-bedroom units have the least amount of damage.

Chair Wallace explained that something to remember is that two units will be essentially out of commission and not collecting rent until the renovation is complete. He also noted that some items such as window screens and entry doors might qualify to be paid for out of the

replacement reserve fund as well.

Mr. Drake summed up that once they find out if replacement funds can be used and an extension is granted, that they can begin contract negotiations before the next Board meeting.

Chair Wallace noted that if the goals get accomplished earlier, a special meeting might be needed.

9.2 **Audit of Pine Garden-** Mr. Drake reported that Kneeland Park and Pine Gardens would now be required to get audited annually. This means the State won't be back for two years, but in the meantime, Kneeland Park and Pine Gardens will continue to get audited annually. He went over the Pine Gardens audit, which reports that they are fairly stated, and that they didn't find any problems with the internal controls. He stated that there shouldn't be any more business dealings with the auditors for another year or so.

Mr. Drake wrapped up by stating that Pine Gardens came out as a clean audit, with no exceptions, and is filed with HUD. There also shouldn't be any holdup on the contract renewal because of the audit.

10. NEW BUSINESS: None

11. FUTURE MEETINGS: June 24, 2010 at 9:00am.

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn meeting at TIME a.m. Commissioner Gruber/Weston moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

Marianna For

Executive Secretary

Chair

SEAL:

