

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 **December 1, 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

Absent:

Also Present:

Tom Drake, Longview Finance Director
Wendy Pearsall, Legacy Regional Manager
Marie Seymour, Central Operations

2. **MINUTES:** Approval of the October 28, 2010 regular meeting minutes. Chair Wallace noted a correction on the minutes for October 28, 2010 on the last paragraph under item 10.1 that a comment made by Mr. Drake needs to be moved to item 9.4.

Chair Wallace called for motion to approve the October 28, 2010 regular meeting minutes. Commissioner Weston/Malanowski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

3. **PUBLIC COMMENT:** None
4. **CHAIRMAN COMMENTS:** Chair Wallace noted that adjustments need to be made to the agenda to add items 6.3, 9.2, 10.1 & 10.2.
5. **COMMISSIONER COMMENTS/REPORTS:** Chair Wallace noted that Commissioner Neher's brother has recently passed away unexpectedly.

6. **FINANCIAL:**

- 6.1 **Approval of Claims Certification for October 2010.**

The Cove Apartments - \$34,123.07
Pine Garden Apartments - \$15,688.57
Kneeland Park Apartments - \$14,800.85

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

Mr. Drake reported on the current Claims Certification report for October and the only thing that stood out was the renovation to parking lot area. Those funds came out of reserve, so no operations were affected directly. Pine Gardens Apartments was not showing anything unusual. Kneeland Park was also showing nothing unusual.

- 6.2 **Income Statement Review-** Mr. Drake reported a revision of the depreciation tables based

on the results of the Audit. Mr. Drake handed out a revised copy of the Audit of Pine Gardens (**Exhibit A**) and went over the report. The Cove Properties-Rents are below anticipated, but everything else looks good. Pine Garden Apartments has two move-outs causing a significant write off of bad debt. Kneeland Park Apartments- Revenue is a bit more behind as anticipated.

Ms. Pearsall reported that Kneeland Park is behind in revenue probably due to rent implementation or four vacancies that happened through the month of September that are still catching back up. Kneeland Park is up to 100% capacity currently.

- 6.3 **Audit Report of Pine Gardens (Exhibit B)**- Mr. Drake went over the audit report explaining page by page.

Chair Wallace called for motion to accept the Financial Audit of Pine Garden Apartments for the year ending September 30, 2010 by Loveridge Hunt & Co., PLLC. Commissioner Weston/Malanowski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

7. MANAGEMENT:

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

Ms. Pearsall reported on the Management Report for Pine Gardens-There were four move outs and a few units that were vacant as well. As of today, unit #22 is vacant with a move in ready for Friday and one other market rate unit. There were also two tenants that abandoned units.

Mr. Drake suggested that as soon as an abandonment of tenant is discovered, that it be send it to collections, which will increase the collectability for next time.

Ms. Pearsall responded that Legacy has a system that generates a report to let other agencies know of evictions that have taken place.

Pine Gardens- Ms. Pearsall reported that a tenant who was behind on her rent in the amount of \$65.00 was sent to an attorney to try and get payment.

Kneeland Park- Ms. Pearsall reported that the property is up to 100% again. There were some issues with rent collections, but are being resolved.

The Cove Apartments- Ms. Pearsall reported that they sent to the attorney last week for failure to pay rents and the residents are working on cleaning up their porches.

8. DEVELOPMENT: None.

9. UNFINISHED BUSINESS:

- 9.1 **Pine Garden Renovation Status**-Chair Wallace reported that there are no updates available currently. He commented that he could place a call in to a HUD supervisor so that they can possibly gain some sort of progress on the renovation.

- 9.2 **MCHA Real Property Disposition**- Chair Wallace reported that a Letter of Interest was received from Community Action Council for the property transfers.

Mr. Drake reported that the Community Action Council is having an Executive Meeting today

to discuss the proposal. Once the Executive Management Team decided they would make a recommendation to the full Board in the month of December. They will then forward a proposal.

Chair Wallace feels CAC is a good match that should be followed through with other Commissioner's input.

Commissioner Weston added that the Housing Authority would still remain intact this way but would act in a different capacity.

Commissioner Gruber stated that she felt it was a great move to joint with CAC and that it fits perfectly.

10. NEW BUSINESS:

10.1 Mason County Shelter, CDBG (Community Development Block Grant) Funding, Letter of Support request-

Commissioner Malanowski reported they were invited to a meeting for CDBG funding. Part of the application process to receive funding is to get letters of support from other entities within Mason County. The letter needs to be completed, approved and on letterhead by early January.

Chair Wallace called for motion to approve a Letter of Support for CDBG for Mason County Shelter. Commissioner Weston/Gruber moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

10.2 Kneeland Park Budget Resolution 2011-02- Ms. Pearsall reported small rent increases that need to be completed due to rise in some utilities. It is the goal to have everyone on the same rent scale. Rents won't be raised a great deal due to the economy. Expenses generally are staying the same except for garbage and gas that accounts for 3% increase. Manager's salaries have dropped so will be less this year. Maintenance payroll has gone up since they are not on site any longer.

Discussion of Kneeland Park Budget Resolution.

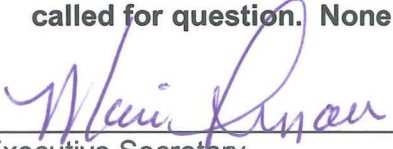
Ms. Pearsall is going to make revisions to the Kneeland Park Budget Resolution after verifying information and re-submit the document at the January 6th meeting.

The Board decided to table the motion to approve Resolution 2011-02 (Kneeland Park Budget Resolution) until the January 6th meeting due to revisions.

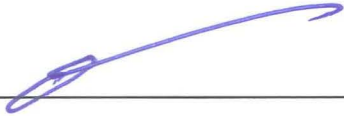
11. FUTURE MEETINGS: January 6, 2010 @ 9:00 a.m.

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn meeting at 10:05 a.m. Commissioner Weston/Gruber moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.



Executive Secretary



Chair

SEAL:

