

## MASON COUNTY HOUSING AUTHORITY SPECIAL MEETING MINUTES

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF MASON COUNTY (MCHA) HELD AT 8:30 A.M. ON **January 6**, 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 9:07 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 December 1, 2010 special meeting minutes.

**Chair Wallace called for motion to approve the December 1, 2010 regular meeting minutes. Commissioner Weston/Gruber moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.**

3. **PUBLIC COMMENT:** None

4. **CHAIRMAN COMMENTS:** None

5. **COMMISSIONER COMMENTS/REPORTS:**

6. **FINANCIAL:**

6.1 **Approval of Claims Certification for November.**

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 November. Commissioner Weston/Malanowski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.**

Mr. Drake went over the Financials and the Claim Certification for November.

A discussion took place regarding the November Financial statement.

Chair Wallace commented on The Coves "Accounts Payable" portion and that the cash amount is not improving. He asked that Legacy take a look at it and break it down to see why.

Ms. Pearsall commented that she could look at that and explained that spending is not being done outside of the budget parameters and spending has been conservative. There

have been a few walk-outs and a lot of units that needed to be renovated and turned. Reimbursements have been requested but have not been received yet.

Mr. Drake explained how some of the billing works and how things are paid and prioritized by Legacy. Vacancies being higher than anticipated have caused a net effect on the total revenues for some properties causing cash flow issues. The rents are set for the year, so the only way to overcome the cash flow issue is by doing things like working on expenses.

## 7. MANAGEMENT:

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

Pine Gardens- Ms. Pearsall reported that Pine Gardens is at 100% occupancy. The unit that was pulled off-line for the renovation has now been rented out.

Cmmr Weston asked if there were a lot of expenses involved with getting the units turned.

Ms. Pearsall commented that several of the units were damaged and costs were incurred. She is hoping that in December and January, the NOI will look a lot better. The new manager is still working out well and has been through training. She has made a request for reimbursement for the Capital Improvement Items that were used for Pine Gardens. She has not heard back from CW Capital yet.

Chair Wallace asked what the sum for the reimbursement request was.

Ms. Pearsall responded that the reimbursement was for appliances and flooring. She will send the exact amount to Chair Wallace. Once the reimbursement is received it will go to accounts payable and will help with the bottom line.

Chair Wallace suggested that Ms. Pearsall email the contacts for CW Capital for an update.

The Cove Apartments- Ms. Pearsall reported that the Coves is back up to 100% as well. Some repairs were finished in the parking lot last month. There was one eviction for non-payment of rent.

Kneeland Park-Ms. Pearsall reported that Kneeland Park has two vacant units. Applications have been filled out already to fill the units. A lot of turns have been happening with Kneeland Park recently. Turnouts are a lot higher than normal.

Chair Wallace asked if payment agreements are done by the site manager.

Ms. Pearsall responded that Legacy has their own payment agreements that are used at the site level. If the agreement goes beyond what they are able to authorize and it goes to the attorney for possible eviction, he will work with the tenant. The cost of the expense will be reimbursed back. She explained the eviction process.

## 8. DEVELOPMENT: None

## 9. UNFINISHED BUSINESS:

- 9.1 **Pine Garden Renovation Status-** There were no changes in status currently.  
9.2 **2011 Proposed Budget for Kneeland Park Apartments-**The Board went over a few revisions on the document.

Ms. Pearsall explained the bad debt process.

Chair Wallace asked that a clean edited copy of the budget be produced and then put on Unfinished Business for the January 27, 2011 meeting.

- 9.3 **Mason County Shelter, CDBG (Community Development Block Grant)-** Cmmr. Malanowski reported that she has a meeting scheduled later that day to discuss implementation of the grant.

Mr. Drake would like to stay after the Housing Authority meeting with Ms. Pearsall and Commissioner Malanowski to discuss the grant. He thought that since the grant was written for Pine Gardens, that their waiting list be utilized. If there is not an opportunity for Pine Garden's waiting list though, vacancies elsewhere could be utilized. Those specifics need to be discussed.

Cmmr. Gruber had heard that the checks were to be cut before the end of the month.

Cmmr. Malanowski explained that the contract execution date is already passed, so plans could be made as soon as possible.

#### 10. NEW BUSINESS:

Mr. Drake reported that the audit for Pine Gardens was completed and filed, and that the next audit is set to be completed for Kneeland Park after December. He added that the Longview Housing Authority decided to go out for bid this year for audit. Five responses were received. The State Auditor was in the middle, the lowest bid had never done a Housing Authority before and the next to best bid was Bloom Loveridge. They were only in the office for four days and the report has already been received. They were highly efficient and cost less than the State.

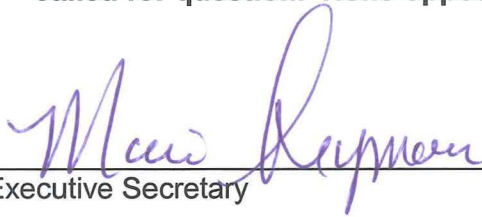
Chair Wallace hoped that by the next meeting there will be a decision from Community Action Council regarding the property transfers.


Mr. Drake explained that the Executive Committee and Board had been in communications regarding the matter and the idea was favorable with them but they had some questions. There should be some news by the end of the month.

#### 11. FUTURE MEETINGS: January 27, 2011 at 9:00 a.m.

**12. ADJOURNMENT:**

There being no further business, Chair Wallace called for motion to adjourn meeting at 9:55 a.m. Commissioner Weston/Gruber moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

  
Executive Secretary

  
Chair

SEAL:

