

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 JANUARY 27, 2011, 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 9:03 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
Marie Seymour, Central Operations

Wendy Pearsall, Legacy Regional Manager

2. **MINUTES:** Approval of the January 6, 2011 regular meeting minutes.

Chair Wallace noted a correction to the January 6, 2011 minutes to read 'Special Meeting Minutes'.

Chair Wallace called for motion to approve the January 6, 2011 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:** None

5. **COMMISSIONER COMMENTS/REPORTS:**

Cmmr. Malanowski reported that she attended a meeting at Turning Point to discuss the set-asides at Pine Gardens. She passed along the write up of the request provided by Mr. Drake.

6. **FINANCIAL:**

- 6.1 **Approval of Claims Certification for December.**

The Cove Apartments - \$23,513.63
Pine Garden Apartments - \$23,753.23
Kneeland Park Apartments - \$12,441.56

Mr. Drake reported that the auditors have been paid which was one of the outstanding debts. He forwarded Chair Wallace a current copy of outstanding payables. Pine Gardens is still running at a considerably large amount at 90 days plus. He would like to make sure that the Griffin Flooring Company should be paid soon.

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

- 6.2 **Income Statement Review-**

Mr. Drake pointed out on the balance sheet that Pine Gardens and Kneeland Park have around \$2,500.00 in cash between the two, with about \$90,000.00 of debt. He went over the balance sheet and income statements in detail. He stated that the facilities are still behind and other than cutting expenses, he is unsure of a fix.

Chair Wallace commented that Ms. Pearsall was going to analyze the dept portion of the balance sheet and break it down to get a better understanding of where things are.

The Cove Properties- Mr. Drake reported that The Coves are ahead on revenues. Expenses are behind, but \$12,000.00 have been pulled from reserves so everything is on target.

Pine Gardens- Mr. Drake reported that Pine Gardens has a large vacancy amount of \$10,000.00 that was budgeted for \$1,700.00. Part of the problem is that four of the units were held vacant in preparation for the rehabilitation for a period of time, which hasn't happened yet.

Kneeland Park- Mr. Drake reported that Kneeland Park is ahead as well. A \$32,000.00 loss was projected at this point, but currently there is only a \$23,000.00 loss. He reminded everyone that insurance renewal is set to come up next month.

Cmmr. Gruber asked if there was a need to speak with Ms. Pearsall and apartment managers regarding the seriousness of the spending cuts that need to take place, and if there are any spending that can be cut or controlled that will help the situation.

7. MANAGEMENT:

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

The Cove Properties-Chair Wallace reported that occupancy as of December 2010 was at 98%. The new ADA area that was established for the dumpsters is too small for the dump trucks to maneuver around in. The contractor has been asked to expand the area by 15' in depth and 3' in width. A bid has been submitted for an additional \$2,500.00.

Mr. Drake explained that the funding would come out of reserves to fix the problem.

Kneeland Park- Cmmr. Chair Wallace reported that as of December occupancy was at 100%. Shortly thereafter there were some vacant units.

Cmmr. Weston asked if there was a budget for tenant screening.

Mr. Drake responded that there is a budget of \$500.00 for screening, but \$1030.00 was spent. He suggested that Ms. Pearsall brief the apartment managers at the next meeting regarding spending.

Mr. Drake noted that under accruals, there are some late fees. He also commented on the fact that there was a bonus paid out due to the fact that the properties were at 100% occupancy. The amount was undetermined. Details regarding the bonus will be received at the next meeting.

Pine Gardens- Chair Wallace reported that the property was at 100% capacity as of December.

8. DEVELOPMENT: None**9. UNFINISHED BUSINESS:**

9.1 **Pine Garden Renovation Status-** Chair Wallace reported that there was an email from CW Capital stating that the leader for the account had changed. A team is coming in to re-evaluate why there is such a delay for approval. He found it to be a hopeful sign and that things might get moving again soon. Last month, Ms. Pearsall was asked by Chair Wallace to provide names of all the persons involved through CW Capital so that he could contact them directly. He did not receive the information.

9.2 **Kneeland Park Budget Resolution 2011-02-**Chair Wallace explained that an updated copy of the proposed budget was being completed.

Mr. Drake noted that updates were made to the document and provided explanations. He also noted on the first page 'Tenant Screening Costs' should reflect the same figure in the two locations listed.

Chair Wallace asked if, once the budget was approved, it would be submitted to Key Bank.

Mr. Drake responded that it would, although it does not have to be put through an approval process. Key Bank will be provided with a copy of the budget.

Chair Wallace called for motion to approve the Kneeland Park Budget Resolution #2011-02. Commissioner Weston/Malanowski moved and seconded the motion. Chair Wallace called for question. None opposed. Motion carried.

9.3 **MCHA Real Properties Disposition/ Status-**Chair Wallace reported that the Housing Authority has been working with Community Action Council (CAC) on the transfer of properties. There were some issues in regards to the approval of certain people involved having access to records. Mr. Drake formatted a letter that covered all three properties giving approval for CAC to look at records.

10. NEW BUSINESS:

Cmmr. Weston asked if there have been any interest in the open Commissioner's position on the Housing Authority Board.

Chair Wallace commented that he had spoken with Karen Moore, who is a former Executive Director in Kelso. She has recently moved into Mason County and he thought he would find out if she is interested. He asked if there had been any applications received through Mason County Commissioners' Office.

Ms. Seymour responded that there have not been any received.

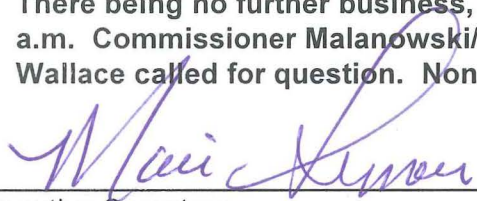
Chair Wallace commented that the Shelter might be partnering with the City of Shelton on a Block Grant.

Mr. Drake reminded everyone that there would be a cost-reduction session at the next scheduled Board meeting on February 24th.

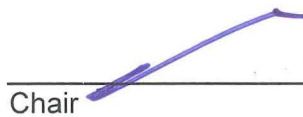
11. FUTURE MEETINGS: February 24, 2011.

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn meeting at 9:43 a.m. Commissioner Malanowski/Gruber moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.



Executive Secretary



Chair

SEAL:

