

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 9:01 A.M. ON **SEPTEMBER 22, 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 9:02 a.m. Roll call was as follows:

Present:

Chair Merrill Wallace
Commissioner Gayle Weston
Commissioner Carolyn Malanowski
Commissioner Karen Monroe

Absent: Commissioner Jeannie Gruber - Resigned

Also Present:

Wendy Pearsall, Legacy Regional Manager
Elaine Hoglen, Cove Apartment Manager
Scott Purdue, Purdue Construction
Britta Creed, Clerk of the Board

2. **MINUTES:** Approval of the August regular meeting minutes.

Chair Wallace called for motion to approve the August 25, 2011 regular meeting minutes. Commissioner Malanowski/Weston moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

3. **PUBLIC COMMENT:** None

4. **CHAIRMAN COMMENTS:**

- 4.1 Commissioner Gruber's Resignation, Letter to Mason County Commissioners; dated September 1, 2011 – Chair Wallace thanked her for her service
- 4.2 Agenda add-on – Mason County Funding for Construction/Rehab Project (6.3 Finance)
- 4.3 Fiscal Year - Discussion/Election of Incoming Chair (10.1 New Business)

5. **COMMISSIONER COMMENTS/REPORTS:** Discussed vacancy posting for Commissioner position

6. **FINANCIAL:**

- 6.1 **Approval of Claims Certification for Date**
The Cove Apartments - \$27,163.04
Pine Garden Apartments - \$15,462.35
Kneeland Park Apartments - \$9,217.69

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

- 6.2 **Income Statement Review**

Chair Wallace discussed the Financial Statement Report memorandum that Tom Drake, Longview Finance Director, emailed in his absence. He mentioned the continued cash flow issue with the properties. The Board will discuss the \$21,000 requested by October

15th needed to make the tax and withholding payments. It will be discussed later in the meeting. The Coves property which is in their agency fund seems to be fine. Chair Wallace stated that it would be great to get the partnership resolved to look at the opportunity to refinance with a lower interest rate.

6.3 Finance – Pine Garden Memo dated 9/21/11

Wendy Pearsall, Legacy Regional Manager, stated when the rehab project started in late August, they had received the money up-front to pay invoices. CW Capital takes longer to respond to pay invoices. Purdue Construction was at the end of their funding. Ms. Pearsall spoke to Mr. Drake who suggested asking the Board for more funding to keep the renovations going. Ms. Pearsall found out they need to have a HUD inspector come out and sign off on the renovations they purposed such as paint and carpets. If not, everything will be on hold for approximately two weeks until the funding actually goes through.

Cmmr. Wallace asked if they will have to have a HUD inspector out every time they make a draw.

Ms. Pearsall verified that was a correct statement. This was something that she had just learned. She is hoping that they can get on a schedule for the HUD inspector to sign off. They plan on completing a wire transfer to simplify the process. She is trying to streamline this to make it smoother for the next draw. She mentioned that the total draw that they have requested was \$134,000. These funds will be reimbursed. She was hoping that amount would be enough to keep current with in the invoices that she has now.

Chair Wallace called for motion to approve Tom Drake to take an inter-fund draw in the amount of \$15,000 for renovations. Commissioner Malanowski/Monroe 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 August.

Coves – Ms. Pearsall stated that the Coves were running smooth. The occupancy was doing well. They were about \$180 under their net operating income for the year. The Coves runs and funds well. The parking lot had been re-stripped. There were four vacancies, but people were schedule to move in.

Kneeland Park – Ms. Pearsall commented that there were two vacancies. They were working with BHA and the Shelter to get leases signed and tenants in. They should be at 100% by the end of the month. Also, some mailboxes were broken into. The maintenance staff fixed them. They are getting bids to replace all mailboxes. They are a little over \$4,000 under the budget.

Pine Garden – Ms. Pearsall stated that they are a little over \$4,000 under the budget. They had five vacancies and holding two vacant for the rehab. Two would be filled by the end of the week. HUD approved to keep the two units being used for the rehab project off line so rent didn't have to be paid during renovation.

8. DEVELOPMENT: None

9. UNFINISHED BUSINESS:

9.1 Pine Garden Apartments Rehab: Update/Legacy –

Scott Purdue, Purdue Construction, reported that everything was going great and keeping on schedule. His crew had been finding additional damage when pulling up the carpet in some of the units . Particleboard that was under the carpet was completely disintegrated from water damage. He mentioned that the residents had been fine.

Elaine Hoglen, Cove Apartment Manager, stated that she was inspecting the units that had been renovated to make sure housekeeping issues were up to par. If it was not, she would tell them exactly what is wrong and revisits until it is up to standards. If it continued, they will get evicted.

9.2 Kneeland Park Apartments Partnership Change: Update/Drake

Cmmr. Wallace commented that the partnership was underway with KeyBank. It is a matter of the attorneys to move through the requirements without subjecting them to paying taxes or transfer fees.

10. NEW BUSINESS: Election of Chair and Vice Chair

Cmmr. Monroe suggested retaining the current positions.

The Board re-nominated Merrill Wallace as Chair and Executive Director, Gayle Weston as Vice Chair and the County as the Executive Secretary.

Chair Wallace called for motion to retain Merrill Wallace as current Chair and Vice Chair. Commissioner Malanowski/Weston moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried


11. FUTURE MEETINGS: October 27, 2011 – Will discuss moving meetings for November and December

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn meeting at 9:44 a.m. Commissioner Malanowski/Weston moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.



Executive Secretary



Chair

SEAL:

