

## 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 **October 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 9:02 a.m. Roll call was as follows:

**Present:**

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

**Absent:**

**Also Present:**

Tom Drake, Longview Finance Director  
Britta Creed, Clerk of the Board

2. **MINUTES:** Approval of the September 22, 2011 regular meeting minutes with amendment to item 10; retained Gayle Weston as the Vice Chair.

**Chair Wallace called for motion to approve the September 22, 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:** Discuss potential Commissioner applicant in item 9.3
5. **COMMISSIONER COMMENTS/REPORTS:** Cmmr. Malanowski discussed new building and location for new shelter and low income rentals.

6. **FINANCIAL:**

- 6.1 **Approval of Claims Certification for September 2011**

The Cove Apartments - \$31,795.13  
Pine Garden Apartments - \$17,372.10  
Kneeland Park Apartments - \$11,475.34

Mr. Drake, Longview Finance Director, explained the email he had sent regarding renovation project for Pine Gardens Reconciliation.

Cmmr. Wallace stated his concern with the delay in payments.

Mr. Drake mentioned that construction stopped with Purdue Construction until the payment is received and they are caught up on the bills. The renovations are close to 60 percent complete. Mr. Drake spoke to Wendy Pearsall, Legacy Regional Manager, to suggest submitting the bills weekly to help with the delay.

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

**6.2 Income Statement Review**

Mr. Drake was concerned that Pine Garden and Kneeland Park had approximately \$1,000 in cash and \$40,000 in current payables. They're not getting better. Pine Garden have a vacancy issue.

The Coves were doing well. They were at year end, They may have some final adjustments for the audit. They had \$22,000 in vacancies when they only planned for \$7,000. On the positive side, expenses came down and they were under budget. They also received \$900 more than they had expected. The major concern was the cash flow issue.

**7. MANAGEMENT:****7.1 Routine Occupancy and Property Inspection Reports** for The Coves, Kneeland Park, and Pine Garden for the month of September.The Coves

Mr. Drake reported that the Coves had four vacancies for the month but have a strong waiting list. The four vacant units had been vacant all month, which was disturbing. There were 113 are on the waiting list and hadn't been screened. Mr. Drake suggested pre-qualifying applicants so it would be a faster turnaround when a vacancy occurs.

Cmmr. Wallace wasn't completely happy with the management. He will discuss it at the next meeting.

Cmmr. Weston was curious when Wendy Pearsall cannot attend the Housing Authority meetings, if it would be possible for Elaine Hoglen, Cove Apartment Manager, to come to represent Legacy in her place.

Kneeland Park

Mr. Drake stated that Kneeland Park had four vacancies. Two apartments were reserved and should now be occupied according to the report.

Pine Garden

Mr. Drake mentioned that Pine Garden should have 100% occupancy, except the two held out for the rehabilitation project.

**8. DEVELOPMENT:** None**9. UNFINISHED BUSINESS:****9.1 Pine Garden Apartments Rehab**

Mr. Drake reported that the units were approximately 60 percent complete. He visited the units before the rehabilitation project and the units were very bad. The units that were complete looked great. The work had been put on hold due to funding. Scott Purdue, Purdue Construction, told Mr. Drake that there had been additional water damage in some units under the carpets and on the ceilings. The rehabilitation project should be complete in two to four weeks.

**9.2 Kneeland Park Apartments Partnership Change**

Mr. Drake spoke to Christine Anderson from KeyBank. She had not received the paperwork yet. Mr. Drake contacted their lawyer who stated it fell through the cracks. He will be sending the agreements to the bank. His only concern is a additional charges and how to fund it. They had already been charged legal fees, somewhere around \$1000, which had already

been sent to Legacy for payment. It appears to be back on track and should see it move forward.

Cmmr. Wallace said once the partnership change is complete, they will look at the covenants and refinancing.

Mr. Drake discussed refinancing options with the Board.

9.2 MCHA Commissioner Vacancy Search

Britta Creed, Clerk of the Board, stated that they had one potential applicant, Mark Dean. Diane Zoren, Assistant to the Mason County Commissioners, received an email and responded and attached an application which we have not received back.

9.3 Kneeland Park Budget.

Mr. Drake was concerned about the cost per unit per year. Operating cost per unit is listed as \$5541. Both the State best practices and Longview's own policies set the operating cost per unit as \$3,500. He thought it was high. The vacancy rate seems a little low which also plays a part.

Cmmr. Wallace mentioned that this was for the Boards information; he would like to revisit this on the next agenda.

9.4 Joint Housing Authority

Mr. Drake stated that the attorneys he spoke to did not think a Joint Housing Authority could be done. The current plan was to create a non-profit that takes care of all operations. The Housing Authority would then contract all of the services. That would leave the local boards in tact but provides a vehicle for those boards to interact with the other boards. Not all details are worked out yet. Mr. Drake will keep everyone up-to-date he learns new details.

10. NEW BUSINESS: None

11. FUTURE MEETINGS: Special meetings, November 17<sup>th</sup>, 2011 at 9:30 a.m. and December 29<sup>th</sup>, 2011

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn meeting at 10:03 a.m. Commissioner Malanowski/Weston moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

Executive Secretary

Chair

SEAL:

