

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 **APRIL 26, 2012**, 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

Absent:

Commissioner Karen Monroe

Also Present:

Janine Lind, Senior Vice President of Operations for Guardian Management
Britta Creed, Clerk of the Board

- 2. MINUTES:** Approval of the March regular meeting minutes.

Chair Wallace called for motion to approve the March 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:** Cmmr. Wallace stated that Janine Lind, Senior Vice President of Operations for Guardian Management was here to discuss the merger. The merger will be discussed in item 10.1.

- 5. COMMISSIONER COMMENTS/REPORTS:** None

- 6. FINANCIAL:**

6.1 Claims Certification

The claims certification for March was not available. Due to Legacy merging with Guardian Management, the financial report was not provided for March. Commissioner Wallace deferred approval until the next MCHA meeting.

6.2 Income Statement Review

The income statement review was not discussed due to the information not being available because of the merger. It will be discussed at the next MCHA meeting.

- 7. MANAGEMENT:**

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

Cmmr. Wallace reported that the Coves and Kneeland Park were at one hundred percent. He also stated that Pine Gardens had a couple of units that showed vacant according to the reports, but he thought that the units were filled by now.

Cmmr. Weston had questioned the bad debt.

Ms. Lind stated that she would speak with Wendy Pearsall, Legacy's former Regional Manager, regarding the bad debt to find out more.

8. DEVELOPMENT: None

9. UNFINISHED BUSINESS:

9.1 Pine Garden Rehab: Update/Wallace

Cmmr. Wallace reported that the rehabilitation project was now complete. He stated that they were waiting for the HUD Auditor to complete the inspection and then they can move forward with bills. Legacy gave past due letters for relocation services. They stated that they were going to put liens on properties if no payments were received by April 26, 2012.

Ms. Lind stated that she would follow-up with Ms. Pearsall regarding the possible liens on the properties. She thought that they may have come up with another solution. She will report back.

9.2 MCHA Future Accounting Services: Update/Wallace

Cmmr. Wallace stated that a local accountant, Steve Hunt, was contacted and replied that he was not interested at this time in helping the Housing Authority with accounting services. Peninsula Housing Authority was also contacted and stated that they couldn't offer services because they had too much on their plate.

Cmmr. Weston asked if this was a service that Guardian could take over.

Ms. Lind offered to take that question back to her CFO. She stated that she would let everybody know the response to that question at the next MCHA meeting.

9.3 Other Agency's Interested in MCHA Properties: Update/Wallace

Cmmr. Wallace stated that he had several emails from Community Action Council (CDC) regarding the MCHA properties and they stated that they would only be interested in Kneeland Park. He asked the board if they were interested in selling Kneeland Park. He stated that the cash from the sale would help the debt for the other two properties.

The Commissioners stated that they would think about it and discuss their thoughts at a later time.

Cmmr. Weston commented that it would be nice to have two strong properties.

9.4 MCHA Commissioner Vacancy: Update/Creed

Britta Creed, Clerk of the Board, stated that they have not had any action lately. She reported that Diane Zoren, Assistant to the Commissioners, emailed the director of Public Health the MCHA Commissioner vacancy news release.

10. NEW BUSINESS:

10.1 Management Ownership Change - Legacy to Guardian: Update/Guardian

Ms. Lind stated that the merger from Legacy to Guardian Management was a complete one on April 1st. Guardian has been in business for 40 years, and is a third generation family run business run out of Oregon. She stated that they would eventually have an office in Bellevue.

They have a wide range of services that they offer, which she gave the details of.

10.2 Approval of New Guardian Management Documents

Ms. Lind stated that the Legacy paperwork was no longer valid. Ms. Lind brought a new agreement for Guardian Management. She stated that it was worded the same as the Legacy paperwork; just with Guardian's name in place of Legacy's. The contract also had the same fees listed. Ms. Lind stated that Commissioner Wallace would sign the new contract and then Guardian's broker would sign. She also stated that Ms. Pearsall would still be the Housing Authority's Regional Director.

Chair Wallace called for motion to approve the New Guardian Management Documents. Commissioner Malanowski/Weston moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

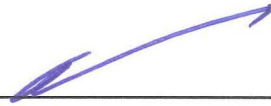
11. FUTURE MEETINGS: May 24, 2012

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn meeting at 9:38 a.m. Commissioner Weston/Malanowski moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.



Executive Secretary



Chair

SEAL:

