

MASON COUNTY HOUSING AUTHORITY MINUTES

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF MASON COUNTY (MCHA) HELD AT 9:00 A.M. ON **May 31, 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 9:00 a.m. Roll call was as follows:

Present:

Chair Merrill Wallace
Commissioner Gayle Weston - by Conference Call
Commissioner Carolyn Malanowski

Absent: Commissioner Karen Monroe

Also Present:

Elaine Hoglen, Guardian Site Manager
Julie Guantatato, Guardian Site Manager
Wendy Pearsall, Guardian Regional Manager
Britta Creed, Clerk of the Board

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

Chair Wallace called for motion to approve the April 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:** None

5. **COMMISSIONER COMMENTS/REPORTS:** None

6. **FINANCIAL:**

- 6.1 **Approval of Claims Certification for April**
The Cove Apartments - \$13,861.23
Pine Garden Apartments - \$19,096.59
Kneeland Park Apartments - \$12,761.28

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

- 6.2 **Approval of Claims Certification for March**
Agency - \$58,303.09

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

- 6.3 **Income Statement Review**
Cmmr. Wallace reviewed the details of the agency income statement.

7. MANAGEMENT:

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

Coves

Wendy Pearsall, Guardian Regional Manager, stated that the Coves were operating very well and were at one hundred percent. She mentioned that she was going to start working on the 2013 budget, which is due this September.

Cmmr. Weston asked why the reports showed that some bills hadn't been paid.

Ms. Pearsall responded that with the merger, they had a new system to learn which delayed the payments. She stated that everything was paid and up-to-date now.

Kneeland Park

Ms. Pearsall stated that Kneeland Park was at one hundred percent. Julie Guantatato, Guardian's Site Manager, was doing a great job with accounts payable, net operating income and trying to keep the rent coming in on time. Ms. Pearsall also stated that overall Kneeland Park had been doing much better.

Pine Gardens

Ms. Pearsall stated that Pine Gardens was also at one hundred percent. She commented that the rehabilitation project was completely done. She stated that there had been a problem with vandalism inside the laundry room. There was graffiti on the inside of the laundry room and a broken window. They have been trying to come up with a solution so the tenants can feel comfortable and have a safe place to do their laundry.

Elaine Hoglen, Guardian's Site Manager, suggested installing a video camera.

Cmmr. Malanowski agreed that installing a video camera would be a good idea. She explained that a video camera had been a big deterrent and had helped vandalism at the Shelter where she works. It was purchased at Costco. It has recording capabilities and can also be watched live on a computer.

Ms. Pearsall commented that she would look into it.

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

- 9.1 Pine Garden Rehab: Update/Guardian

Cmmr. Wallace stated that all vendors owed came to a total of \$66,302.24. He approved \$25,017 to start paying some of the bills. He went over the details of the bills owed. He also stated that approximately \$13,000 of the ten percent withholding from the rehabilitation project would be come back to MCHA in July.

- 9.2 MCHA Future Accounting Services: Update/Guardian

Cmmr. Wallace stated that he discussed the reports with Guardian and they stated that there would be a different approach on the reports. An email also went to Guardian's CFO to see if they could take over the accounting services for MCHA. Guardian told Commissioner Wallace that they would like samples of what MCHA requires to see if they can accommodate the services that are needed. He stated that he would

- 9.3 MCHA Commissioner Vacancy: Update/Creed
Britta Creed, Clerk of the Board, stated that there hadn't been any inquiries regarding the vacant position. Commissioner Wallace stated that Tamera from the United Way might be an option. She came to a MCHA meeting and he thought he would check with her to see if she would be interested in joining the Board.

10. NEW BUSINESS:

- 10.1 Coast Real Estate Services, Interest in Management
Cmmr. Wallace stated that Coast Real Estate Services contacted him by email and said they were interested in meeting with the Housing Authority Board. Commissioner Wallace thought it could take up to two months due to the current merger taking place. He asked the Board if they would be okay with Coast Real Estate Services coming to a meeting.

The Board was fine with Coast Real Estate Services attending.

Commissioner Wallace noted that he would contact Coast Real Estate and invite them to attend a meeting.

- 10.2 Community Action Council (CAC) Interest in the Properties
Cmmr. Wallace stated that the Community Action Council (CAC) was interested in purchasing the properties. At the last meeting, he noted that the CAC wanted to make a proposal for Kneeland Park. Ms. Pearsall and Tom Drake, Longview Finance Manager, were contacted by Commissioner Wallace for their opinions. Commissioner Wallace also stated the he received an email from the CAC inquiring about the debt. They thought that the debt was on the high side. Commissioner Wallace mentioned refinancing as another option. He offered to have a conversation with Anchor Bank to discuss refinancing options. Commissioner Wallace knew that the property would need to be painted and was also in need of minor rehabilitation projects. He thought that it would help the property cash flow better.

The board agreed.

It was also noted that Shelter Resources came out to do an inspection for the CAC.

11. FUTURE MEETINGS: June 28, 2012

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn the meeting at 9:39 a.m. Commissioner Malanowski/Weston moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

Executive Secretary

Chair

SEAL:

