

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 **JULY 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 9:03 a.m. Roll call was as follows:

Present:

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

Absent:

Also Present:

Wendy Pearsall, Guardian Regional Manager
Britta Creed, Clerk of the Board
Julie Guantatato, Guardian Site Manager
Hanne Lore Stuart, Mason Thurston Community Land Trust

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

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

- 3. PUBLIC COMMENT: Hanne Lore Stuart, Mason Thurston Community Land Trust.**

Cmmr. Wallace stated that the Commissioners received a letter last month from Mason Thurston Community Land Trust. He introduced Hanne Lore Stuart from Mason Thurston Community Land Trust, to discuss the content of her letter.

Hanna Lore Stuart discussed the details of starting a Home Ownership Program in Mason County. Her organization would like to reach to the lower income people of the county and help them stay in there home that they own and also help others that are currently renting enter into the Home Ownership Program. Ms. Stuart noted that there were 800 empty homes and she would like to help get them occupied.

The Commissioners all discussed this idea with Ms. Stuart, and although they supported the program, decided that it wasn't something that the MCHA could not help with. They gave her names of organizations that she could contact.

- 4. CHAIRMAN COMMENTS:** Cmmr. Wallace received a letter and would like to add to item 10.2 to discuss.
- 5. COMMISSIONER COMMENTS/REPORTS: None**

- 6. FINANCIAL:**

6.1 Approval of Claims Certification for June

The Cove Apartments - \$33,006.73
Pine Garden Apartments - \$22,892.56
Kneeland Park Apartments - \$13,733.60

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

6.2 Income Statement Review

Cmmr. Wallace stated that the interoffice memo that was emailed to the Board gave an overview of the balance sheet. He commented that the accounts payable was low. He noted that they were still trying to find someone to do the financial side.

7. MANAGEMENT:

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

The Coves

Ms. Pearsall stated that the numbers shown on the report aren't quite correct but should get closer next month.

Cmmr. Weston when the reports are signed and sent out, the Board expects the information to be correct.

Ms. Pearsall stated that she would talk with Tom Drake, Longview Finance Director, to discuss the reports. She said that everything should start getting smoother with Guardian. It has been a transition with the merger.

Kneeland Park

Ms. Pearsall noted that extra hours were needed for the month of June. Elaine Hoglen, Guardian's Site Manager, did extra work for recertification. She worked approximately 2-3 hours extra. Ms. Pearsall stated that the managers are on an hourly base. Ms. Pearsall wasn't sure of the managers salary, but that she would check on it.

Pine Gardens

Ms. Pearsall stated that Pine Gardens were at 100% occupancy. She stated that Ms, Guantatato was continuing to do a great job.

Julie Guantatato, Guardian's Site Manager, reported that she looked into the cost of security cameras for Pine Gardens. Ms. Guantatato received two bids. The first bid was from Home Depot which cost \$977. The second bid was from Costco which cost \$999. These bids just included the equipment and did not include installation. Both include eight cameras which would cover the entire property. She will be receiving a quote from Dan Dan the Locksmith Man for the cost of the installation.

Ms. Weston asked Ms. Pearsall if other apartments had good luck with security camera's.

Ms. Pearsall stated that the other properties don't have camera's. They are in different areas and don't have the problems that Pine Garden's experience.

8. DEVELOPMENT: None

9. UNFINISHED BUSINESS:

- 9.1 CAC offer to Purchase Kneeland Park Apartments: Wallace/Board
Cmmr. Wallace reminded the Board that CAC offered to purchase Kneeland Park for \$540,000. The financials this month showed Kneeland Park being worth \$1,643,000 with

\$444,000 being owed. Since the Board first brought forward CAC purchasing Kneeland Park, there had been two changes. The rehabilitation project and the change of ownership. He asked the Board if they would like to counter offer or refinance the property.

The Board agreed that if they countered, it would be giving value away at the price that CAC offered. The Board stated that at this time they do not want to counter and would like to look into refinancing.

Ms. Pearsall mentioned that there had been two inspections already and another inspection planned. This is something that CAC had set up.

The Board agreed that the upcoming inspection should be cancelled.

Ms. Pearsall responded that she would cancel the inspection.

- 9.2 Kneeland Park Apartments Refi: Wallace/Weston
Cmmr. Wallace explained that the current debt of Kneeland Park was \$444,000 with an interest rate of 6.75%. He contacted Anchor Bank regarding refinancing and they stated that they would want to hold the account and pay out of subsidy. They also stated that they would want to hold the paper. He asked Ms. Pearsall if she knew if that would be a possibility.

Ms. Pearsall stated that she does have other properties that do that.

Cmmr. Wallace stated that another option was CMI. They offered a modified government loan at 2.4%. He stated that this option might be worth it.

Commissioner Weston sent information to CMI to make sure that she wasn't missing anything.

Cmmr. Wallace stated that they have an FHA loan with CW Capital. The loan could not be paid off within the first two years. They now have 33 years remaining. He stated that he would like to move ahead and have them draw up the paperwork so it could be signed at the next meeting.

The Board agreed.

- 9.3 MCHA Future Accounting Services: Update/Guardian
Cmmr. Wallace reported that Guardian stated will be picking up the financial services.
- 9.4 MCHA Commissioner Vacancy: Update/Creed
Britta Creed, Clerk of the Board, stated that she received an application from Tamra Ingwaldson from the United Way for the vacant Commissioner position. The application will go through the process of getting approval from the County Commissioners. She stated that the process should be complete and Ms. Ingwaldson should be appointed by the next Housing Authority meeting in August.
- 9.5 Mason County Land Trust-Asking for Support: Wallace
Cmmr. Wallace reminded the Board that this matter was already discussed during the Public Comment section of this meeting.

10. NEW BUSINESS:

- 10.1 Pine Garden Apartments Possible Refi: Wallace

Cmmr. Wallace mentioned that this was already discussed.

- 10.2 USAD Rental Assistant Agreement: Wallace
Cmmr. Wallace stated that he received a USAD Rental agreement that will need to be signed. He will bring it back to the next meeting in August.

11. FUTURE MEETINGS: August 23, 2012

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn the meeting at 10:24 a.m. Commissioner Weston/Malanowski moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

Executive Secretary

W. Wallace

Chair



SEAL:

