

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 **SEPTEMBER 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 Tamra Ingwaldson

Absent: Commissioner Karen Monroe

Also Present:

Elaine Hoglen, Cove Community Manager
Julie Gumataotao, Pine Garden & Kneeland Park Community Manager
Bill Rhoten, Guardian Regional Vice President of Operations
Britta Creed, Clerk of the Board

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

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

Cmmr. Malanowski noted one correction in the August meeting minutes.

- 3. PUBLIC COMMENT:** None

- 4. CHAIRMAN COMMENTS:** Bill Rhoten, Guardian Regional Vice President of Operations, announced that Wendy Pearsall, Guardian Portfolio Manager, resigned. Mr. Rhoten stated that he would handle the details until they get a replacement. He was hoping to have someone hired by the next MCHA meeting.

- 5. COMMISSIONER COMMENTS/REPORTS:** Cmmr. Malanowski stated that she had an update for the Shelter's bid process. She noted that the construction would start in April 2013 and completed in early fall.

Cmmr. Ingwaldson announced that the Housing Coalition meets at the Mason County Public Works Department.

- 6. FINANCIAL:**

- 6.1 Approval of Claims Certification for August**
The Cove Apartments - \$22,804.67
Pine Garden Apartments - \$22,766.12
Kneeland Park Apartments - \$8,528.95

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

6.2 Income Statement Review

Cmmr. Weston stated that the balance sheet and the income statement that they were now receiving was confusing and asked Mr. Rhoten if there was another format to make it less awkward.

Mr. Rhoten and the Board discussed what would be preferred and the format that would be most helpful.

Coves

Cmmr. Malanoswki noted that the balance sheet showed a discrepancy of a dollar.

Mr. Rhoten stated that he thought it was a rounding issue with the computer but would look at it closer and report back next month.

Pine Gardens

Mr. Rhoten discussed the actual loss and year-to-date details. He also noted that there were less vacancies than usual.

Kneeland Park

Cmmr. Wallace discussed being over budget by \$411.00

Mr. Rhoten stated that he would look at the accounts receivable and report back at the next meeting.

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

Mr. Rhoten stated that the Coves had three vacancies and were at 97% occupancy.

Kneeland Park

Mr. Rhoten reported that there were no monthly turnovers for Kneeland Park and were at 100%.

Pine Gardens

Mr. Rhoten noted that Pine Gardens were at 93%.

Julie Gumataotao, Pine Gardens and Kneeland Park Community Manager, stated that the security cameras had been put on hold due to the lack of funds.

Mr. Rhoten reported that he visited Pine Gardens last week and was going to talk to Ms. Gumataotao about other options instead of a security system. One idea he suggested was to put just the security signs and "dummy" camera's to cut costs.

Cmmr. Malanowski commented that she thought word would spread quickly that they were fake and might be a waste of time and money.

Cmmr. Ingwaldson recommended contacting a new security company called Rush Security. She thought they may give a low quote since they were new.

7.2 Pine Garden HUD Management & Occupancy Review (MOR)

Ms. Gumataotao reported that the laundry room was complete but the sidewalks were not. She also stated that the flooring and a toilet still needed to be replaced in one unit.

Mr. Rhoten stated that he would give a full report next month. He wasn't provided all of the reports that the Board was given.

7.3 Kneeland Park Apartments Roof Repairs

Cmmr. Wallace noted that Kneeland Park needed a roof replacement but there wasn't any money in the budget. He suggested repairing the roof instead of replacing it.

Mr. Rhoten will give an update on the report in the next MCHA meeting.

8. DEVELOPMENT: None

9. UNFINISHED BUSINESS:

9.1 Pine Garden Apartments Refinance

Cmmr. Wallace discussed a Pine Gardens refinance summary that was received. The refinancing would require \$24,000+ up front, which was non-refundable, and the closing would require cash also.

The Board was uncomfortable that there was no guarantee with putting out \$24,000+ and possibly losing it. The Board agreed to wait for now.

9.2 Kneeland Park Apartments Refinance

Cmmr. Wallace stated that the current interest rate with Anchor Bank was 6.75 %. He noted that Anchor Bank might be able to lower the interest rate to 4.5%. He clarified that the accounts payable and replacement reserve had been depleted. He explained that the principle balance of approximately \$440,955.45 would be refinanced. Anchor Bank stated that they would require an appraisal which would cost between \$4,000 and \$5,000. Commissioner Wallace stated another option to consider was to contact HUD for a new allocation of tax credits.

9.3 FHA Seminar on Preservation & Re-capitalization of LIHTC Projects (Kneeland Park)

Cmmr. Wallace and the Board agreed to table this item until the October meeting.

10. NEW BUSINESS:

10.1 Election of Officers: Chairperson & Vice Chairperson

Cmmr. Wallace recommended tabling the election until the October meeting due to Commissioner Monroe's absence.

The Board agreed to table.

10.2 Expired Commissioner Terms for Gayle Weston and Karen Monroe

Cmmr. Weston reported that her Commissioner term was up and she was still trying consider if she wanted to make another five year commitment. She stated that it was time consuming and didn't feel that it was fair to MCHA not to be able to give 100%.

Cmmr. Wallace stated the he understood and asked if she would mind staying until a replacement was found.

She responded that she would be happy to do that.

Britta Creed, Clerk of the Board, stated that she had spoke to Commissioner Monroe regarding her expired term and shared that she had planned to reapply for the five year term.

10. FUTURE MEETINGS: October 25, 2012

11. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn the meeting at 10:26 a.m. Commissioner Weston/Malanowski moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

Executive Secretary

Chair

SEAL:

