

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 **DECEMBER 27, 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: Commissioner Tamra Ingwaldson

Also Present:

Julie Gumataotao, Pine Garden & Kneeland Park Community Manager
Morgan Brock, Guardian Portfolio Manager
Britta Creed, Clerk of the Board

2. **MINUTES:** Approval of the November special meeting minutes were tabled until the January 31, 2013 MCHA meeting
3. **PUBLIC COMMENT:** None
4. **CHAIRMAN COMMENTS:** None
5. **COMMISSIONER COMMENTS/REPORTS:** None
6. **FINANCIAL:**

- 6.1 **Approval of Claims Certification for November**
The Cove Apartments - \$31,967.86
Pine Garden Apartments - \$25,439.23
Kneeland Park Apartments - \$14,527.52

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

- 6.2 **Income Statement Review**

Morgan Brock, Guardian Portfolio Manager, reported that everything was lining-up and the payables were getting paid a little at a time.

7. **MANAGEMENT:**

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

The Coves

Ms. Brock stated that the Coves were 95% occupied. She reported that one unit had water damage and the damage transferred into another unit. She stated that the damage was now fixed. Ms. Brock noted that there was a person ready to move in to the empty unit.

Cmmr. Monroe questioned the recertification process. She stated that the report showed that the tenants had to make payments. She asked if that was the fault of the former management.

Ms. Brock replied that it was the fault of management. Elaine Hoglen, Cove Community's former Manager, had recently been released of her position. She stated that there was approximately six to twelve months of paperwork to go through. Ms. Brock reported that they were currently trying to achieve status-quo and then confront the past.

Cmmr. Malanowski thanked Ms. Gumataotao and Ms. Brock for their help with getting everything in order for the upcoming manager.

Kneeland Park

Ms. Brock stated that the Kneeland Park payables had gone down, the current bills were up-to-date and she planned to confront the large legal bills. She noted that she was going to try and arrange a payment plan so they don't get sent to collections.

Cmmr. Wallace stated the Board may want to consider refinancing Kneeland Park sometime in the future.

Pine Gardens

Ms. Brock reported that one person did an internal transfer to a larger unit. She stated that they have one person ready to move in to the empty unit at the beginning of January. She noted that the planned rent increase will be taking place in March. There will be a notice of the increase sent to all occupants this week or next. Ms. Brock stated that she is hoping that the increase of \$25 - \$50, depending on the apartment size, won't make people move.

8. DEVELOPMENT: None

9. UNFINISHED BUSINESS:

9.1 Commissioner Vacancy

Britta Creed, Clerk of the Board, stated that there hadn't been any recent inquiries regarding the vacant Commissioner position.

9.2 Pine Garden Apartments REAC Report

Cmmr. Wallace discussed the details of the Pine Garden Financial Statement that was emailed to the Board.

Chair Wallace called for motion to approve the Chair to sign the Pine Garden Apartments Owner's Certification on page 33 of the Financial Statement. Commissioner Weston/Malanowski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

10. NEW BUSINESS:

10.1 The Coves Repairs

Ms. Brock reported that they currently have a mold situation at the Coves. She stated that an upstairs unit had a water leak from the water heater which went down to the bottom unit. She noted that the water heater was replaced. She reported that they still need to repair the bottom unit which now has mold. She noted that they received a bid of \$4,600 to repair both units. Ms. Brock announced that they decided to use the construction company that fixed the roof at Kneeland Park at no cost.

Ms. Brock also reported that the cabinets in unit 16 will need to be replaced. She received a bid of \$2,600 which will include the cabinets, the counter tops and one day installation.

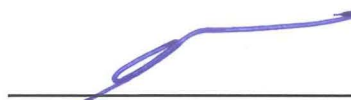
11. **FUTURE MEETINGS:** January 31, 2013

12. **ADJOURNMENT:**

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



Executive Secretary



Chair

SEAL:

