

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 **JANUARY 31, 2013**, 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 9:04 a.m. Roll call was as follows:

Present:

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

Absent:

Also Present:

Morgan Brock, Guardian Portfolio Manager
Britta Creed, Clerk of the Board

2. **MINUTES:** Approval of the November special minutes and December regular meeting minutes.

Chair Wallace called for motion to approve the November special and December 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 he wanted to add an item to the agenda under new business; 10.1 Employment Claim for Pine Garden Remodel. This item was regarding Corey Murphy, an employee, unemployment and L&I claim.

5. **COMMISSIONER COMMENTS/REPORTS:** Cmmr. Malanowski stated that she had a maintenance concern for the Coves. She had heard from a credible source that there was a kitchen counter going in to one of the units and the maintenance person didn't caulk around the edges. Also, she had heard that there were trees being trimmed on the Cove's property, by either a contractor or the maintenance man, and the man was dragging the cut limbs to the Mainke property instead of disposing of them properly.

6. **FINANCIAL:**

- 6.1 **Approval of Claims Certification for December 2012**

The Cove Apartments - \$29,295.75
Pine Garden Apartments - \$18,574.69
Kneeland Park Apartments - \$12,504.41

Chair Wallace called for motion to approve the Claims Certification for December 2012. Commissioner Malanowski/Monroe moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

- 6.2 **Income Statement Review**

Cmmr. Wallace stated that the Income Statement Review will be discussed under Item 7.1.

7. MANAGEMENT:

- 7.1 **Routine Occupancy and Property Inspection Reports** for The Coves, Kneeland Park, and Pine Garden for the month of December 2012.

The Coves

Morgan Brock, Guardians Portfolio Manager, stated that the unit that they used to house people during a repair project, will finally be occupied. She also reported that two units had a water leak. When it was getting repaired, they removed the ceiling and the flooring and found that there was fire damage under the flooring. The company repairing replaced the whole floor for the same price that was originally quoted. Ms. Brock noted that they paid for the repairs out of the operating account. She also reported that one tenant was being served by the Sheriffs because she had been given many notices on bad housekeeping. Ms. Brock stated that the tenant had a lot of trash along with couches that were growing mold. The tenant had told management that she wasn't going to move which lead to her being served. Ms. Brock noted that one unit had cabinets replaced and were going to have the counters replaced next.

Kneeland Park

Ms. Brock stated that they were one hundred percent occupied. She noted that she had been trying to get the larger bills paid. She reported that there was a resident issue who occupied the unit right above the office. She stated that the tenant would not allow the maintenance person into her unit to do any work and would slam the door in his face when he arrived. Ms. Brock stated that she wrote the tenant a letter and stated that if that behavior continued that she would receive a 10-day notice and could be evicted.

Pine Gardens

Ms. Brock noted that Pine Gardens had two vacant units with people ready to move in. She stated that Pine Gardens was tracking well and staying on track. Ms. Brock reported that there was an issue of a tenant requesting food reimbursement. She stated that a tenant reported that she had gone grocery shopping earlier that day, put her groceries away and left. The tenant had told Ms. Brock that when she came back hours later, her refrigerator stopped working and all her food had spoiled. When Ms. Brock came to look at the refrigerator and spoiled food, the tenant had already thrown it all out and didn't have proof of the spoilage. Ms. Brock stated that when she looked in the fridge, the freezer was still frozen and wondered how all food could spoil within hours. Ms. Brock wanted to deny the tenant replacement food money when there wasn't proof of the spoiled food.

The board all agreed to deny the tenant the food replacement because of the lack of proof.

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

- 9.1 MCHA Washington State Audit

Cmmr. Wallace stated that he received emails and a call from the State Auditors. The Auditor stated that there were no current scheduling but mentioned that the Housing Authority was on a four year audit cycle instead of three. The Auditor told Commissioner Wallace that the audit will be this time next year.

Ms. Brock stated that the audit would be budgeted next year so that would work out perfect.

- 9.2 Commissioner Vacancy

Britta Creed, Clerk of the Board, stated that there was a recent inquiry regarding the vacant Commissioner position but she hadn't received the application back yet. She also stated that

it was still being advertised.

10. NEW BUSINESS:

- 10.1 Employment Claim for Pine Gardens Remodel
Cmmr. Wallace stated that Corey Murray was a worker on the Pine Gardens remodel project. The project was under a forced account and the contracted workers were considered employees of Pine Gardens. Commissioner Wallace stated that according to Tom Drake, Longview’s Financial Manager, there was a court date regarding this claim in the previous week. Mr. Murray claimed that he had worked more hours than what was reported. Mr. Murray had also reported that that he hadn't received any money at all even though there were payroll stubs through Longview showing that he had. Commissioner Wallace noted that Mr. Drake had provided the court with copies of the payroll stubs and timesheets. Commissioner Wallace also stated that he will give an update on the claim when he learns more.

- 10.2 Award Presented at Guardian Meeting
Ms. Brock announced that Julie Gumataotao, The Coves Community Manager, was presented with a reward for Going Above and Beyond at a Guardian manager meeting in Portland Oregon. She was nominated by Ms. Brock out of 21 managers.

- 10.3 New Manager for Kneeland Park and Pine Gardens
Ms. Brock stated that they hired Jolene Camacho for the new manager position for the Kneeland Park and Pine Gardens apartments. Ms. Camacho was a resident before becoming the manager and had eleven years of conventional property management experience.

- 10.4 The Coves Maintenance Suspension
Ms. Brock announced that she suspended Sam, the Coves maintenance man, for 3 days without pay. Ms. Brock stated that Sam had asked another tenant to help him move a new stove into a unit. She stated that Sam had left at some point during the move and the tenant finished moving the stove himself. Ms. Brock stated that when Sam removed the packaging from the stove, he noticed that it was damaged. Ms. Brock approached Sam regarding the damage and he stated first that the stove was dropped and damaged and then he stated it had come damaged. She stated due to his stories being inconsistent and using a tenant to help him move a stove, led to the suspension.

11. FUTURE MEETINGS: February 28, 2013

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn the meeting at 9:50 a.m. Commissioner Ingwaldson/Weston moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.



Executive Secretary



Chair

SEAL:

