

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 **MARCH 28, 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 9:06 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:

Bill Rhoten, Guardian Regional Vice President of Operations
Morgan Brock-McKean, Guardian Portfolio Manager
Brian Taylor, Sate Audit Manager
April Taylor, State Auditor
Britta Creed, Clerk of the Board

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

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

3. **PUBLIC COMMENT:** None

4. **CHAIRMAN COMMENTS:**

Cmmr. Wallace stated the federal government wants to consolidate Housing Authorities. He noted that had been difficult because the MCHA was a body of the state and others own the rights to their own community. Commissioner Wallace reported that he contacted the Peninsula, Greys Harbor and Thurston County's Housing Authorities about joining them and was denied. He stated that he would continue to check with other adjoining counties.

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

6. **FINANCIAL:**

- 6.1 **Approval of Claims Certification for February**

The Cove Apartments - \$24,897.19
Pine Garden Apartments - \$21,629.34
Kneeland Park Apartments - \$11,184.23

Chair Wallace called for motion to approve the Claims Certification for February. Commissioner Weston/Malanowski 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 would be discussed under

Management 7.1.

7. MANAGEMENT:

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

The Coves

Morgan Brock-McKean, Guardian Portfolio Manager, stated that they had a vacancy from an eviction. It was preleased with the tenant to move in once the repairs are complete.

Kneeland Park

Ms. Brock-McKean reported that Kneeland Park was 100% occupied. The increase was in effect. She stated that there was an inspection and was told that Kneeland Park would need exterior paint, the fence repaired and the roof replaced.

Pine Gardens

Ms. Brock-McKean reported that Pine Gardens was 96% occupied. She stated that one tenant was forced to move for a month while the underneath of her unit was cleaned due to a cat. She stated that Guardian credited the tenant for that month she was out.

8. DEVELOPMENT: None

9. UNFINISHED BUSINESS:

- 9.1 **MCHA Agency Insurance**
Cmmr. Wallace stated that they had received an insurance bill last month which Ms. Brock-McKean paid to stay current.

Cmmr. Wallace and the Board discussed different insurance options.
- 9.2 **Pine Garden Apartments Refinance**
Cmmr. Wallace looked into a loan modification to lower the interest rate, get cash for the replacement reserve and lower the monthly payment.
- 9.3 **Kneeland Park Apartments Refinance**
Cmmr. Wallace stated that Anchor Bank is the holder of the current loan for Kneeland Park. He stated that Kneeland Park would need improvements such as exterior paint and a new roof, which he estimated would cost approximately \$40,000. He stated that Anchor Bank would require holding the paper and receive the payment through an account held at Anchor Bank.
- 9.4 **Commissioner Vacancy**
Britta Creed, Clerk of the Board, reported that there hadn't been any current applicants. She stated that we could ask the Mason County Commissioners to approve another news release to be circulated. She also encouraged the current MCHA Commissioners to use their circle of business friends that they know to recruit someone to fill the position.

9. NEW BUSINESS:

- 10.1 **MCHA State Audit Entrance Conference**
Brian Taylor, State Audit Manager, discussed the audit process for MCHA. He stated that the Housing Authority was set up to audited every three years, even though it had been four.

April Taylor, State Auditor, stated that she had done most of the audits for the MCHA. She

explained that she would be finding where all of the risks were, updating history, looking at financial conditions, reviewing past minutes and looking at management and cash receipting. She also commented that there were three levels of the audit: Reporting such as findings (Board could respond), formal letter to the Board (Board could not respond), and exit items conference (may just meet with Chair or may meet with entire Board).

10. FUTURE MEETINGS: April 25, 2013

11. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn the meeting at 10:03 a.m. Commissioner Monroe/Weston moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.



Executive Secretary



Chair

SEAL:

