

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 27, 2014**, 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 9:00 a.m. Roll call was as follows:

Present:

Chair Merrill Wallace
Commissioner Karen Monroe
Commissioner Tamra Ingwaldson
Commissioner Janet Thompson

Absent:

Also Present:

Tom Drake, Longview Housing Authority
Diane Zoren for Becky Rogers, Clerk of the Board
Tyler Music - potential board member

2. **MINUTES:** Approval of the February 27, 2014 regular meeting minutes.

Chair Wallace called for motion to approve the February 27, 2014 regular meeting minutes. Commissioner Thompson/Ingwaldson moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

3. **PUBLIC COMMENT:**

Tyler Music, potential board member, introduced himself and said he is currently a homeless advocate in north Mason County.

4. **CHAIRMAN COMMENTS:** None

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

6. **FINANCIAL:**

- 6.1 **Approval of Claims Certification for February 2014**

The Cove Apartments - \$25,279.49
Pine Garden Apartments - \$17,501.54
Kneeland Park Apartments - \$13,439.04

Chair Wallace called for motion to approve the Claims Certification for February 2014. Commissioner Thompson/Ingwaldson moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

Tom Drake reviewed in the financial statements. Kneeland Park and Pine Garden are critically low on cash and they are deferring some costs until occupancy is up. They are spending time training the on-site manager and working on getting the occupancy up. They are going through the wait lists. The revenues/expenses overall are on-target. There was discussion of how the wait list works. Each property has its own wait list with its own regulations. The goal is to open up the manager's office at Pine Garden and rotate the managers through each property.

Mr. Drake stated that in December a check was stolen and cashed and there is a list of tenants who paid rent but their checks were cashed by Ms. Comocho, former manager, and left unpaid rent. The State Auditor has been reviewing the documents. Longview Housing Authority does not have the documentation, Guardian has them and they have been requested. Concern if the manager is not prosecuted, she could do it again. The write-off will go to collections. Guardian has also experienced a staff turn-over.

6.2 Approval of Write-Off Request – Tom Drake

Chair Wallace called for a motion to approve the writing off the books \$4,698.50 from Accounts Receivable which have been deemed uncollectible, providing a professional collection agency has recorded these debts against the responsible parties. Commissioners Thompson/Monroe moved and second motion. Chair Wallace called for question. None opposed. Motion carried.

6.3 Income Statement Review

7. MANAGEMENT:

7.1 Routine Occupancy and Property Inspection Reports for The Coves, Kneeland Park, and Pine Garden for the months of February 2014.

8. DEVELOPMENT: None

9. UNFINISHED BUSINESS:

9.1 Preliminary Development Budget – Tom Drake

Mr. Drake provided information on the predevelopment budget with the disbursement schedule. The plan is to apply for grant and use tax credits for a pay back. The chances for approval are better if it is anticipated the grant will be paid back. This would be used for properties that need re-hab and if approved, then they will need to find investor(s) to complete the project.

Commissioners Monroe/Ingwaldson moved and seconded to approve and authorize the predevelopment budget and for Tom Drake to seek funding. Chair Wallace call for question. None Opposed. Motion carried.

10. NEW BUSINESS: None

11. FUTURE MEETINGS: April 24, 2014, Commissioner Monroe is not available.

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn the meeting at 9:45 a.m. Commissioner Ingwaldson/Thompson moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

Becky Rogers

Executive Secretary

Chair

SEAL:

