

# 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 **MAY 22, 2014**, AT THE MASON COUNTY COMMISSION 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 Janet Thompson

**Absent:**

Commissioner Tamra Ingwaldson

Commissioner Tyler Music

**Also Present:**

Tom Drake, Longview Housing Authority  
Becky Rogers, Clerk of the Board

2. **MINUTES:** Approval of the April 24, 2014 regular meeting minutes.

**Chair Wallace called for motion to approve the April 24, 2014 regular meeting minutes. Commissioner Thompson/Monroe moved and seconded the motion. Chair Wallace called for question. None opposed. Motion carried.**

3. **PUBLIC COMMENT:** None

4. **CHAIRMAN COMMENTS:** Tyler Music was appointed as Commissioner.

5. **COMMISSIONER COMMENTS/REPORTS:**

5.1 Consider inviting Bremerton Housing Authority (BHA) to provide update on Section 8 Vouchers in Mason County -- It was noted by Mr. Drake that the Bremerton Housing Authority (BHA) did give a presentation at the last Housing Coalition meeting. Chair Wallace asked that Katie Bonus invite the staff from BHA to attend a meeting of the Mason County Housing Authority to give the Commissioners a report.

6. **FINANCIAL**

- 6.1 **Approval of Claims Certification for April 2014.**

The Cove Apartments – \$26,338.88  
Pine Garden Apartments - \$19,232.61  
Kneeland Park Apartments - \$10,089.94

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

- 6.2 **Income Statement Review** – Kneeland Park and Pine Gardens do not have enough cash to pay all their bills. Priorities are being followed for payment of outstanding bills.

**Write Off of Uncollectable Accounts in the amount of \$13,242.19.** Mr. Drake explained they have found discrepancies from the previous management, which is beyond their ability to reconcile. They need to set the books and move forward.

Reference was given to the Management Balance Sheet for Kneeland Park. The \$28,057 Developer Fees Payable he believed became defunct when the Housing Authority purchased Kneeland Park from the partnership. This will be verified with the attorney and will be recommended for write-off at a later time. The Asset Management Fees Payable is payable to MC Housing Authority and they do not have the cash for it. It will be recommended to get rid of that liability at a later time.

**Chair Wallace called for motion to approve the Write Off of Uncollectable Accounts in the amount of \$13,242.19 for all three properties. Commissioner Monroe/Thompson moved and seconded the motion. Chair Wallace called for question. None opposed. Motion carried.**

Mr. Drake reported that the revenues and expenses for Kneeland Park and Pine Gardens seem to be in line. Revenues are down because of the vacancies, but in the management report all the efforts have been directed to getting the units leased. They have been mowing the lawns every other week. Kneeland Park needs the moss washed off the siding.

## 7. MANAGEMENT

- 7.1 **Routine Occupancy Report** for The Coves, Kneeland Park, and Pine Garden for the month of **April**. Report presented by Mr. Drake.
- 7.2 **Kneeland Park** – Chair Wallace stated they have been discussing Kneeland Park for several years. They thought the properties were going to be sold to the Community Action program of the three counties; however, they were not interested in the Coves or Pine Gardens. They wanted Kneeland Park and wanted to buy it at book value which was \$400,000. The Housing Authority had put a lot of the agency fund into the property and they needed some cash back to be able to pay some of the debts. It was decided to take a look at a refinance on the properties. They had a report from the State Finance Commission and it looked like a tremendous amount of deferred maintenance. The finance staff wanted a Capital Needs Assessment which could take a year to go thru process. The State Finance Commission indicated they could help. The HA never received a product from the Finance Commission. Now, a year later, they have looked at different options.

Mr. Drake stated they looked at refinancing and rebuilding the tax credit; however, it would take a year at minimum to go through the process. They could refinance, with the equity built into Kneeland park, but adding additional debt to the HA does not seem like a good idea at this time. Pine Gardens is at the limit for debt. The best option would be to liquidate some of the equity at Kneeland Park. Let someone manage who could invest and manage it as a local project. The Housing Finance Commission (HFC) has stated the project has a 37 year commitment of which 18 years have been completed. The HFC would need to approve the buyer. The property would continue serving the same population for the remainder of the 37 years. He recommended listing the property at \$850,000.

**Chair Wallace called for motion to list the Kneeland Park property for sale at \$850,000. Proposals will be reviewed by the Board (Merrill & Karen). If necessary they will have special meetings to move this forward. Commissioner Thompson/Monroe moved and seconded the motion. None opposed. Motion carried.**

8. DEVELOPMENT - None

9. UNFINISHED BUSINESS - None

10. NEW BUSINESS - None

11. FUTURE MEETINGS - June 26, 2014

12. ADJOURNMENT:

There being no further business the meeting was adjourned at 9:43 a.m.

*Becky Rogers*  
Executive Secretary

6-26-14

*[Signature]*  
Chair

SEAL:

