

# 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 13, 2016**, AT THE MASON COUNTY COMMISSION CHAMBERS, 411 NORTH FIFTH STREET, SHELTON, WA 98584

1. **CALL TO ORDER AND ROLL CALL:** Chair Music called the meeting to order at 9:08 a.m. Roll call was as follows:

**Present:**

Chair Tyler Music

Commissioner Kathy Haigh  
Commissioner Gary Gordon

**Absent:**

Commissioner Karen Monroe

**Also Present:**

Laura Rosales, Cascade Management, Inc. Portfolio Mgr.  
Becky Rogers, Clerk of the Board  
Shelly Bellisle, Mason County Public Health  
Tammey Newton, Housing and Affordable Housing Coordinator

2. **MINUTES:** Approval of the special meeting minutes of September 15, 2015 & October 21, 2015 and regular meeting minutes of December 2, 2015.

**Chair Music called for motion to approve the special meeting minutes of September 10, 2015. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

**Chair Music called for motion to approve the special meeting minutes of October 21, 2015. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

**Chair Music called for motion to approve the regular meeting minutes of December 2, 2015. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

3. **PUBLIC COMMENT:** None
4. **CHAIRMAN COMMENTS:** None
5. **COMMISSIONER COMMENTS/REPORTS:** The Mason County Commissioners postponed the decision on appointment of a Commissioner to the Housing Authority of Mason County until January 19, 2016.
6. **FINANCIAL**
  - 6.1 **Approval of Claims Certification for November 2015**  
The Cove Apartments – \$18,953.49  
Kneeland Park Apartments - \$8,858.65  
Pine Garden Apartments - \$20,418.92

It was noted that the payment to Collier International was for the appraisal on Kneeland Park. The Anchor Bank payment of \$3,953.46 is for the refinance for Kneeland Park.

Chair Music called for motion to approve the claims certification for November 2015 for the Coves, Kneeland Park and Pine Garden apartments as noted above. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.

## 7. MANAGEMENT

7.1 **Variance Report – November 2015** – Ms. Rosales reviewed the expenditures over \$300 for each of the properties noted below.

7.1.1 The Coves – The French drain was completed approx. three weeks ago. There was an additional \$5,000 expenditure which came out of the operating expenses for the French drain. Rural Development (RD) did pay the \$44,000 for the project. This will be the first property to get hard floors as opposed to carpeting. Cmmr. Gordon asked if the flooring is at least a 6 ml and that they lock together. With the Coves, because of the loan at Kneeland Park, the budget does not allow a property manager on site and they need to start getting revenue for the loan to work. They are moving the property manager from Kneeland Park to the Coves. RD approved a manager unit. There were two vacant units which was due to the water intrusion. Chair Music asked about Unit 6F17 if it is a subsidized unit. Ms. Rosales will check on this.

7.1.2 Kneeland Park – The roof was repaired. They have had bids come in for a full replacement of the roof in the range of \$52,000 - \$62,000. They were at 100% occupancy for November. The refinance should be completed around the third week of January.

7.1.3 Pine Garden – The City of Shelton has indicated the property is not owed a credit for the water leak. Ms. Rosales will watch it for a couple of months with the bills to note that there was a difference in cost. One vacancy Unit 9. Terri Silvis asked to generate an invoice in the amount of \$6,000 for January. The contract allows expenditures up to \$10,000 for her services. They should be closing on the loan any day.

Cmmr. Haigh asked what challenges or things need to be done in 2016. Ms. Rosales stated that Pine Gardens will need a fence and some landscaping. Kneeland Park they plan to replace the roof; do some exterior power wash; add additional fencing to deter encroachment on property. The Coves will need the parking lot restriped; will need to buy dirt or rock for around the building. Capital Improvements. The flooring will be biggest need.

Cmmr. Haigh asked how management addresses drug activity at the properties. Ms. Rosales stated they cannot get involved with medical issues. When they find out there are drugs in the community, the management team works closely with the City of Shelton Police department. Cmmr. Haigh referred to other jurisdictions across the country where instead of citizens being put in jail, they can find out about what options they have from the law enforcement. There are also drug courts.

The Board expressed a desire to review the financial documents sooner. It was noted the financials are closed on the 30<sup>th</sup> of each month and it takes ten days to complete the reports. The Board also discussed changing the meeting date. The Clerk will check the Commission Chambers calendar to see if the 4<sup>th</sup> Wednesday of the month is available.

8. DEVELOPMENT – None

9. UNFINISHED BUSINESS - None

## 10. NEW BUSINESS

10.1 Approval to appoint Tammey Newton as Secretary/Executive Director and authorized signer.

10.1.1 Approval to appoint Tammy Newton as Secretary/Executive Director position for the Mason County Housing Authority.



**Chair Music called for motion to approve the appointment of Tamme Newton as Secretary/Executive Director for the Mason County Housing Authority.**

**Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

**10.1.2 Appoint Tamme Newton to also be a signer for the Housing Authority in the event the chair is unavailable to sign documents.**

**Chair Music called for motion to approve Tamme Newton as authorized signer for Mason County Housing Authority documents in the event the chair is unavailable.**

**Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

**10.2 Approval of Policies and Procedures for Asset Management**

**Chair Music called for motion to approve the Policies & Procedures for Asset Management.**

**Commissioner Gordon/Haigh moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

**10.3 Approval of the 2015 Owners Annual Certification to the Washington State Housing Finance Commission (WSHFC) for Kneeland Park.**

**Chair Music called for motion to approve the 2015 Owners Annual Certification to the Washington State Housing Finance Commission (WSHFC) for Kneeland Park**

**Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

**11. FUTURE MEETINGS - Wednesday, February 3, 2016 -- Future Agenda Items: 1) Approval of 2016 budget for Kneeland Park; 2) Consideration of change in meeting date/time/place**

**12. ADJOURNMENT:**

**There being no further business, Chair Music called for motion to adjourn the meeting at 10:00 a.m. Commissioner Haigh/Gordon moved and seconded to approve motion. Chair Music called for question. None opposed. Motion carried.**

Respectfully submitted,

*Becky Rogers*

Becky Rogers, Clerk of the Board

*Tyler Music*

Tyler Music, Chair

SEAL:

