

# 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 8:30 A.M. ON **August 1, 2016**, AT THE MASON COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT, 415 NORTH SIXTH STREET, SHELTON, WA 98584

1. **CALL TO ORDER AND ROLL CALL:** Chair Music called the meeting to order at 8:30 a.m. Roll call was as follows:

**Present:**

Chair Tyler Music

**Absent:**

Commissioner Dave Gjerstad

Commissioner Kathy Haigh  
Commissioner Gary Gordon

**Also Present:**

Tammey Newton, Executive Director  
Chris Sonsteng, Cascade Management, Inc. Portfolio Mgr.  
Shelly Bellisle, Clerk of the Board

2. **MINUTES:** Approval of the July 6, 2016 regular meeting minutes.  
**Chair Music called for motion to approve the regular meeting minutes for July 6, 2016. Commissioner Gordon/Haigh moved and seconded the motion. Chair Music called for question. None opposed. Motion carried.**

3. **PUBLIC COMMENT:** None

4. **CHAIRMAN COMMENTS:** None

5. **COMMISSIONER COMMENTS/REPORTS:**

6. **FINANCIAL:**

- 6.1 Approval of Claims Certification for **June 2016**  
The Cove Apartments – \$24,403.73  
Kneeland Park Apartments - \$16,651.63  
Pine Garden Apartments - \$9,788.77

**Chair Music called for motion to approve the claims certification for June 2016 as noted above. Commissioner Haigh/Gordon moved and seconded the motion. Chair Music called for question. None opposed. Motion carried.**

7. **MANAGEMENT:**

- 7.1 **Variance Report – June 2016**

7.1.1 The Coves: 98% occupancy, expected to be at 100% July 11, 2016. Need to do some more research to see how the garbage enclosure will work. If it just fenced then no trucks can get it. The dumpsters may have to be moved to the upper lot. Will also check with Mason County Garbage to what would work for them also. We also need to get the handrail fixed but need to address that water damage beforehand. The waitlist is 39 for 1 bedroom, 14 for 2 bedroom and 7 for 3 bedrooms.

7.1.2 Kneeland Park: The roof replacement is done and the sprinkler project is almost complete. The security system has not been installed yet. This complex is looking great. We are at 100% with 33 on the 2 bedroom waitlist, 30 for 3 bedroom and 8 for the 4 bedroom.

**7.1.3 Pine Garden:** The water leak has been fixed and we are still waiting to hear from the City about a refund. The refinance can't be done until this issue is resolved. We are at 96.4% with 1 on the waitlist for a 1 bedroom, 55 for the 2 bedroom, and 43 for the 3 and 4 bedrooms.

**8. DEVELOPMENT:** Deb Dunithan wants to come to our next meeting. She is a county employee who searches for grants and is looking at what may be available to us.

Tammy requested that Cascade Management send us invoices every month to go with the financial reports.

**9. UNFINISHED BUSINESS:**


**10. NEW BUSINESS:**

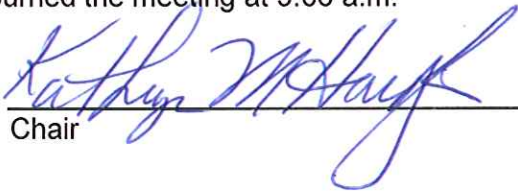
**11. FUTURE MEETINGS:** Wednesday, September 7, 2016 at 9:00 a.m.

**12. BHA FUTURE:** Monday September 26, 2016; 600 Park Avenue, Sinclair Park Room, 2<sup>nd</sup> Floor, Bremerton WA 98337

**13. ADJOURNMENT:**

There being no further business, Chair Music adjourned the meeting at 9:06 a.m.

  
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Executive Secretary

  
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Chair

SEAL: