

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 2:30 P.M. ON **September 27th, 2023**, IN PERSON AT MASON COUNTY PUBLIC HEALTH DEPARTMENT CONFERENCE ROOM AND ONLINE VIA ZOOM

1. **CALL TO ORDER AND ROLL CALL:** George Blush called the meeting to order at 2: 31pm. Roll call was as follows:

Present: George Blush, April Pooler, Becky Cronquist, Dan Armstrong

Others present: None

Public Comment: None

Chairman comments: None

2. **Adoption of Agenda:** Becky Cronquist motioned to adopt the agenda, seconded by April Pooler. Unanimously accepted.
3. **Approval of Minutes:** Approval of minutes motioned by George Blush, seconded by Dan Armstrong. Approved, unanimously.
4. **New business** – Dan Armstrong

Correspondence –

Dan shared some updates with the group. Just heard from the real estate broker, Kneeland is closing by next Friday and Pine Garden is closing toward the end of October. New buyers can submit to our financials, so that is getting done and that was the last step to closing Pine Garden. These are all good things, once we are set up to just USDA instead of 3 different programs, it will be good for us and a lot more manageable. Those taking over have extensive knowledge that we do not, it is a great move for our community, and we will keep it low income housing moving forward.

Non-Profit Status of MCHA –

- a. I have been working on the non-profit status, getting it set up, when asked who was going to file the paperwork, Dan said he would be doing it as it is a straightforward process.

Policies and Procedures Development –

- b. Becky has been working on the policies & procedures for MCHA. She said right now we are reviewing by-laws; some are very dated and from 1972, etc. It is a slow process; I am putting a binder together but still working on it. Hopefully in a couple of months it will be done.

Roles of MCHA Board Members –

- c. Becky mentioned that we will be voting on Dan moving to a new position. She requested a list of duties that Dan is responsible for so that if his position is changed, the board will not drop the ball and will know what needs to be done. Dan mentioned, if the new position goes through, I will still be here and can set aside time to pass everything around and go over all of it with the group. I have the list of duties pretty much done and should be able to transition tasks over time. We've done a lot of work and made a lot of progress. I'd like to see it continue moving forward, says George, I don't know what the future looks like for me, or if I can always dedicate as much time as I'd like to, but I'll stay on the board. Dan said, the endless amount of bureaucratic stuff is wrapping up, the sales, paperwork, etc. has been a complete nightmare. Those sales are closing, audits are wrapping up, it's getting to the point where if someone takes over, you can check your e-mails and you'll see Seth saying what he needs, it should be more straight to the point and it should be a lot easier than what it's been. Overseeing the management company, coordinating with them and who the chair is, unit inspections, file, property inspections, once we get non-profit, we ensure yearly filings and reporting, making sure the accountant is on track, etc. Becky said, make a good list and put it in a binder and whoever is in place can pick up where they need. Dan agreed and said it won't be all consuming like it has been. Every 6 months a board member goes through a walk-through, says George, and Dan agreed with this. Out of the two properties there are 60 units, you want to inspect about a quarter of them at a time said Becky. Eventually, you will weed out problem units if there are any, says Dan. Management and staff are supposed to be doing that, so we want to be asking about reports from them. As the board, you want to have your own checklist, like if they do in February and report, we can go in March, and it will be a good check and balance.

Role of Dan Armstrong in MCHA –

- d. *The group reviewed the position description of Renovation Turnover Technician for Dan Armstrong. George said, we are getting ready to vote on Dan taking a position of Renovation Turnover Technician, official title, with a salary of \$40 an hour. Becky motioned to change Dan Armstrong to Renovation Turnover Technician at the pay of \$40 hourly, seconded by April Pooler. Group approved, unanimously.*

Becky said, now that Kneeland and Pine Garden will soon be sold and the other 2 will be up and running, we will have the capability to build in his pay into the operating budget of the apartments. If we do this correctly going forward, there should not be any problems with that in case anyone was wondering where the monies will come from.

5. Old business – Dan Armstrong

Cert Update –

- e. We are caught up on certs for the 2 properties and have maintained being caught up since Ad-West took over. They are doing awesome, we haven't seen that for 4 years, having certs done on time and completed.

Good of the Order:

- f. Becky wanted to let the group know about Mary, who has a lot of experience with USDA and used to be director of multi-family housing programs. She has been advising us on the financial records and told us to re-file non-profit status. She looked at everything and said selling those 2 properties was the best thing to do. Mary makes no decisions for us, she will not be at board meetings, I just want to let people know about this advising resource we now have.

2. **Questions** – None

3. **Future meeting is October 24th, 2023**

4. **Adjournment of meeting**, motioned by George Blush, seconded by April Pooler. Meeting adjourned.