

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 **February 21st, 2024**, IN PERSON AT MASON COUNTY PUBLIC HEALTH DEPARTMENT CONFERENCE ROOM AND ONLINE VIA ZOOM

1. **CALL TO ORDER AND ROLL CALL:** Becky Cronquist called the meeting to order at 2: 30 pm. Roll call was as follows:

Present: George Blush, April Pooler, Dan Armstrong, Dale Elmlund

Others present: Cheryl Craig – Mason County Public Health

Public Comment: None

Chairman comments: None

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

New Business –

Policies & Procedures –

- a. Becky e-mailed out policies & procedures to the group for review and asked if they had any additional questions or comments concerning the drafted documents. The group discussed being content with the proposed policies & procedures and had no proposed changes.

Becky Cronquist made a motion to adopt the policies & procedures, seconded by April Pooler. Motion carried.

Workout Plan for the Coves Apartments –

- b. The group reviewed a workout plan that Seth Davick (Ad-West) is going to submit once approved. The group agreed that the document was nicely done, and had no qualms about it, leaving no further questions. This plan defers our mortgage payments & the USDA payments for a certain amount of time, and that would give us access to money to go toward repairs & admin costs, Dan explained. This would also show USDA that we are serious about our relations and within a year or so we should be in a good spot to maybe ask USDA for something, once everything is all tidy and caught up.

April Pooler made a motion to approve the workout plan for the Coves, seconded by George Blush. Motion carried.

MCHA Office Space w/ Dan –

- c. We have been talking about the Housing Authority needing office space. The Housing Authority does not typically have money coming in, we are getting around \$4k/mo from the sale on Kneeland, so my idea is to buy a cargo container, park it by the Goldsborough shop and renovate some space within. I want to take all of the storage items out of the shop and store it into the cargo container, and then frame up a 10x10 room in that shop, drywall it, add a desk and file cabinets, etc. The group discussed this and thought it was a good and fiscally efficient idea. April expressed being eager to help find furnishings and fixtures for the office space as she has prior experience and great leads in that department. This will be office space at a low cost. Becky asked the cost of a cargo container, and Dan explained that a 40-footer is about \$2100 delivered. With this, the MCHA would have permanent storage for construction items and an office that won't cost a drastic amount to build. The group had no further discussion.

April Pooler made a motion to move forward with this plan for Mason County Housing Authority office space construction, seconded by George Blush. Motion carried.

5. Old business – Dan Armstrong

TDJ Non-Profit Status Discussion –

- d. We are still finishing financials, as soon as we complete them and get money, I was planning to continue this conversation with TDJ says Dan. There is a naming issue we have run into. The Housing Authority of Mason County is on our business license, and Mason County Housing Authority is on everything else. This is an important factor because RD (rural development) was trying to do something for MCHA and couldn't find it due to the naming discrepancy, so we need to do whatever it takes to make this uniform. This needs to be consistent, says Becky, so if we try to work with RD again, we need this settled, and Dan said he is still working on that.

Discussion of the IRS 990 – our EIN number, Dan says, is somehow set up as Pine Garden. As soon as Pine sells, I'll have to reapply for an EIN number, and then I can correct it and change it there says Dan. April recommended starting the process now, so once Pine Gardens sale closes, the EIN can be done, and we have our own in the same timeline. This is especially important in case in the future we want to apply for grants says Becky, no one will want to work with us if our ducks aren't in a row.

The Kneeland closing documents have been sent to TDJ, I have not asked Ad-West about owner access, which is owner login to their management software. There is no rush as any information there we can already get from their office, but it would be nice to be able to log in and be on top of information, says Dan.

Inspections w/ Becky –

- e. On January 18th inspections, I was sick, so we were going to do it in February, and they asked if we could do it in April due to a lot of stuff being left to do in Pine Gardens which is true, so scheduling to April is okay.

Kneeland Update w/ Dan –

- f. We are almost done re-plumbing the whole building, there are new counters, new appliances, a great turnaround. So, for anyone concerned about subsidized housing – that apartment complex was almost a year from being condemned and now is about to be brand new and there for the next 50 years. George added, and rent controlled, whenever you move in, that's when your rate was set and then no increase after that. The one who sold Kneeland to the Housing Authority took all tax credits with them so we were left with a building with low rent and nothing we could do about it, says Dan. It has to be rent controlled for the next 20-40.

Website Updates –

- g. Becky has been speaking with someone who coordinates the county website, we have updated information changes, the board of director, submitted by-laws, and he will now be sent policies & procedures to upload accordingly.

Good of the Order:

- h. Property inspections are on the 27th, said Becky. I let the management company know the day, they notify tenants, and no one knows which units will be inspected until we get there. We will start at Fairmount, and Seth (Ad-West) will be going with us this time.
- i. We were asked by Colleen of Quixote communities about a Fair Market Survey study that they did the leg work on, they asked if we would host it, we said yes, but we made it known that we cannot take on the complete financial burden of paying for the whole study. To my knowledge, no one else has come forward wanting to contribute yet.

2. Questions – None

3. Future meeting is March 20th, 2024

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

DRAFT