

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 **FEBRUARY 28, 2013**, AT THE MASON COUNTY COMMISSIONER CHAMBERS, 411 NORTH FIFTH STREET, SHELTON, WA 98584

1. **CALL TO ORDER AND ROLL CALL:** Chair Wallace called the meeting to order at 9:03 a.m. Roll call was as follows:

Present:

Chair Merrill Wallace
Commissioner Carolyn Malanowski
Commissioner Karen Monroe
Commissioner Tamra Ingwaldson

Absent: Commissioner Gayle Weston

Also Present:

Julie Gumataotao, Coves Community Manager
Jolene Camacho, Kneeland Park and Pine Gardens Community Manager
Morgan Brock, Guardian Portfolio Manager
Britta Creed, Clerk of the Board

2. **MINUTES:** Approval of the January special meeting minutes.

Chair Wallace called for motion to approve the January special meeting minutes. Commissioner Malanowski/Monroe moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

3. **PUBLIC COMMENT:** None

4. **CHAIRMAN COMMENTS:** None

5. **COMMISSIONER COMMENTS/REPORTS:** Cmmr. Ingwaldson stated that she noticed that the fence was broken at the Johns Prairie complex and wasn't sure if it had been fixed.

Julie Gumataotao, the Coves Community Manager, responded that it had been fixed.

6. **FINANCIAL:**

- 6.1 **Approval of Claims Certification for January**

The Cove Apartments - \$31,361.72
Pine Garden Apartments - \$27,742.61
Kneeland Park Apartments - \$12,482.68

Chair Wallace called for motion to approve the Claims Certification for January. Commissioner Monroe/Malanowski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

- 6.2 **Income Statement Review**

Morgan Brock, Guardian's Portfolio Manager, stated that everything looked good.

Cmmr. Wallace asked Ms.Brock if the money from Pine Gardens rehab was now available.

Ms. Brock responded that there was \$41,000 in the reserve fund. She also stated that the 10% that was withheld for a year for the rehabilitation project should be showing up soon. She stated that she would clarify the exact date and let the Board know at the next meeting.

7. MANAGEMENT:

- 7.1 **Routine Occupancy and Property Inspection Reports** for The Coves, Kneeland Park, and Pine Garden for the month of January.

The Coves

Ms. Brock reported that the Coves were 96% occupied. She stated that there were two empty units with people moving in to one unit on March 1st. She also reported that the cash flow and the operating account were both good. She went over repairs that were needed.

Kneeland Park

Ms. Brock reported that Kneeland Park was at 95% occupancy. She stated that they had one vacancy with one moving in. She noted that the cash flow was okay but the replacement reserve was not very healthy. Ms. Brock felt that the rent increases that were now in effect would help. She also commented that the roof and paint continue to be an issue.

Pine Gardens

Ms. Brock reported that Pine Gardens was 100% occupied and that there were no resident concerns. She stated that the cash flow was alright. Ms. Brock noted that there were two large bills that she was working on paying for Griffith and Loveridge.

8. DEVELOPMENT: None

9. UNFINISHED BUSINESS:

- 9.1 Unemployment /Employment Claim Hearing-Employee Cory D. Murray – Pine Garden Apartments Remodel
Cmmr. Wallace reminded the Board that Cory Murray was an employee during the Pine Gardens remodel. He stated that Mr. Murray tried to claim unemployment and was told that he didn't have enough hours worked to claim unemployment, which he protested. Commissioner Wallace reported that the case was continuing with Labor and Industry now involved. He stated that he would give an update on the case at the next MCHA meeting.
- 9.2 Commissioner Vacancy
Britta Creed, Clerk of the Board, stated that unfortunately there hadn't been any applications turned in and there was no change from last month.
- 9.3 Pine Garden Apartments Refinance
Cmmr. Wallace reminded the Board that in 2012 he looked into an agency to refinance Pine Gardens. That agency had listed in the paperwork that if the loan process failed, the processing fee was nonrefundable, which was approximately \$24,000. Commissioner Wallace recently looked into another agency and asked if they charged the same nonrefundable fee and was told no. He also noted that the interest rate would be marked down from 6.5% to the current rate that was hovering around 3%.

Commissioner Wallace and the Board agreed to have the paperwork drawn up with the new agency.

10. NEW BUSINESS:

10.1 Key Bank Agency Fund Signers

Cmmr. Wallace stated that the Housing Authority have an agency fund with Key Bank. He noted that when Guardian became the managers, they had stated that they did not want to be a signer for the fund. Commissioner Wallace would like to have the Vice-Chair, Commissioner Monroe, to be the co-signer in place of Mr. Drake. He stated that it would be discussed more at the March meeting.

10.2 MCHA Agency Insurance

Cmmr. Wallace stated that the actual property was though Guardian and that the liability insurance was through HARRP. The annual redemption through HARRP came in the mail. They owe a payment of \$1,121.00.

Chair Wallace called for motion to approve the payment of \$1,121.00 for the HARRP premium of Errors and Omissions. Commissioner Monroe/Malanowski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

10.2 State Auditor Invoice

Cmmr. Wallace stated that he had received a 2009-2011bill from the State Auditor in the amount of \$78.60.

Ms. Brock responded that it was paid today.

11. FUTURE MEETINGS: March 28, 2013

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn the meeting at 9:57 a.m. Commissioner Monroe/Malanowski moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

Executive Secretary

Chair

SEAL:

