

# 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 **APRIL 25, 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 9:01 a.m. Roll call was as follows:

**Present:**

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

**Absent:** None

**Also Present:**

Morgan Brock-McKean, Guardian Portfolio Manager  
Britta Creed, Clerk of the Board

2. **MINUTES:** Approval of the March 2013 regular meeting minutes.

**Chair Wallace called for motion to approve the March 2013 regular meeting minutes. Commissioner Monroe/Malanowski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.**

3. **PUBLIC COMMENT:** None

4. **CHAIRMAN COMMENTS:** Cmmr. Wallace discussed a letter that he from USDA regarding running out of funding for the Cove property.

5. **COMMISSIONER COMMENTS/REPORTS:** None

6. **FINANCIAL:**

- 6.1 **Approval of Claims Certification for March 2013**

- The Cove Apartments - \$27,426.99
    - Pine Garden Apartments - \$18,457.32
    - Kneeland Park Apartments - \$12,157.44

**Chair Wallace called for motion to approve the Claims Certification for March 2013. Commissioner Weston/Malanowski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.**

- 6.2 **Income Statement Review**

- Cmmr. Wallace stated that the details of the income statement review would be discussed under the Management section 7.1.

7. **MANAGEMENT:**

- 7.1 **Routine Occupancy and Property Inspection Reports** for The Coves, Kneeland Park, and Pine Garden for the month of March 2013.

The Coves

Morgan Brock-McKean, Guardian Portfolio Manager, announced that Julie Gumataotao, the Coves Community Manager, was leaving the Coves on May 8th but would continue to work with Guardian in Arizona. She also noted the Coves were 100% occupied.

Kneeland Park

Ms. Brock-McKean reported that Kneeland Park was 100% occupied. She stated that there had been an inspection and was told that the gutters and roof would need to be replaced and the fence needed help.

Pine Gardens

Ms. Brock-McKean stated that Pine Gardens was 100% occupied. There was going to be an inspection tomorrow and she was expecting some issues but not many due to the recent rehabilitation project.

Ms. Brock-McKean reported that CW Capital wasn't responding to her to receive the \$10,000 retainage back. She stated that she would draft a letter for Commissioner Wallace to sign and see if she could get a better response that route.

7.2 Washington State Housing Finance Commission Kneeland Park Apartments 2013 Onsite Visit

Ms. Brock-McKean stated that the onsite visit wasn't very good. She stated that she was aware of most of the issues such as the gutters and roof needing to be replaced, the apartments needed paint or power-washed and the fence needed attention. There was also an issue with one of the units. She stated that the tenant was a hoarder and was given a 10-day notice to clean her unit. Ms. Brock-McKean gave the tenant another 30 days to get it cleaned more to be re-inspected next week.

7.3 Kneeland Park Apartments - Managers Apartment

Ms. Brock-McKean stated that Jolene Camacho, Kneeland Park and Pine Gardens Community Manager, was living in the managers apartment on site at Kneeland Park. Ms. Camacho was paying full rent. They had to adjust so she wasn't income qualified because with her being the manager, her income made her over-qualified.

The Board was fine with that.

7.4 Coves 2012/2013 Budget

Ms. Brock-McKean discussed all details of the Coves 2012-2013 budget with the Board. She stated that next month she would submit the budget for Kneeland Park and Pine Gardens.

**Chair Wallace called for motion to approve the Coves 2012-2013 budget for submittal to RD. Commissioner Weston/Malanowski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.**

**8. DEVELOPMENT:** None

**9. UNFINISHED BUSINESS:**

9.1 MCHA Agency Insurance

Ms. Brock-McKean reported that the total insurance was due June 2013. She stated that she would submit the payment May 2013.

9.2 Pine Garden Apartments Refinance

Cmmr. Wallace stated that refinancing would change the interest rate. He noted that the Housing Authority would get penalized for not having a good credit score and would also get hit with a pre-payment penalty. He explained that it would cost approximately \$27,000 out of pocket to refinance.

The Board agreed that refinancing Pine Gardens would be something to consider next year.

9.3 Kneeland Park Apartments Refinance

Cmmr. Wallace stated they were looking at a loan modification with Anchor Bank. He went over the details of the email received from the bank.

The Board discussed talking to the State Finance Commission. They stated that it might be worth-while to try and get a tax credit to lower the monthly payment as a second option.

The Board agreed to hold-off refinancing Kneeland Park at this time.

9.4 Commissioner Vacancy

Britta Creed, Clerk of the Board, stated that on April 16th, 2013 the Board of County Commissioners approved the circulation of a news release to announce the vacancy of the Housing Authority Commissioner position since then they hadn't had any recent inquiries.

10. NEW BUSINESS:

10.1 Grays Harbor County Housing Authority Interest

Cmmr. Wallace stated that he talked to a number of other Housing Authority's. He commented that Greys Harbor Housing Authority stated that they had the same discussion about expending and were interested in discussing Mason County joining. He discussed the details.

10.2 Pine Garden Apartment's 2013 Audit Schedule

Cmmr. Wallace asked Ms. Brock-McKean who she thought the best outside auditing firm to use for Pine Gardens would be.

Ms. Brock-McKean replied with Loveridge. She stated that Loveridge was who they used last year and charged \$4,500 per property which she thought was fair. She thought that they should stay with Loveridge. She stated that she would pay the prior bill before then.

11. FUTURE MEETINGS: May 23, 2013

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn the meeting at 10:28 a.m. Commissioner Weston/Ingwaldson moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

*Britta Creed*

Executive Secretary

*Wallace*

Chair

SEAL:

