

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 **MAY 23, 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 9:04 a.m. Roll call was as follows:

Present:

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

Absent: Commissioner Carolyn Malanowski

Also Present:

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

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

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

3. **PUBLIC COMMENT:** None

4. **CHAIRMAN COMMENTS:** Cmmr. Wallace adjusted items 10.1 and 10.2 from the agenda and changed them to items 9.4 and 9.5.

5. **COMMISSIONER COMMENTS/REPORTS:** Cmmr. Ingwaldson announced that the United Way has a Day of Caring on June 18, 2013 dedicated to volunteering.

6. **FINANCIAL:**

6.1 **Approval of Claims Certification for April 2013**

The Cove Apartments - \$32,443.18
Pine Garden Apartments - \$21,660.20
Kneeland Park Apartments - \$9,754.41

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

6.2 **Income Statement Review**

Cmmr. Wallace stated that Lana Lambirth, Guardian's Interim Property Accountant, stated that she was having trouble with macros. He referred her to Tom Drake, Longviews Finance Manager, who created it.

Ms. Brock-McKean stated that they could also recreate the macro if need be.

7. **MANAGEMENT:**

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

The Coves

Ms. Brock-McKean reported that Julie Gumataotao, Coves Community Manager, moved to Arizona to continue to work with Guardian. She stated that there were two vacancies; one unit was rented and the other she would like to keep open for an onsite manager. She thought having an onsite manager would be best since she has witnessed drug trafficking. She also announced that she would be having a community meeting with the tenants to address common issues.

The Board agreed that having an on-site manager and having a community meeting would be a great idea.

Pine Gardens

Ms. Brock-McKean stated that Pine Gardens was 100% occupied. She reported that the apartment had an inspection and resulted with minor issues.

Cmmr. Wallace stated that Loveridge sent him an email regarding signing the audit. He forwarded the audit to Ms. Brock-McKean for her to also look over. If both agree that it is fine, he will sign and update the Board.

Kneeland Park

Ms. Brock-McKean stated that Kneeland Park was 100% occupied. She noted that they were in the process of evicting two people for non-payment but will have a fast turn-around. She reported that Jollene Camacho, Kneeland Park and Pine Gardens Community Manager, bought flowers for the property and the kids from the apartments helped plant and promised to help water. She will also have maintenance start power-washing, paint where the big trash cans are located, paint the railing by the office and the stripes in the parking lot.

Cmmr. Wallace read the Board a statement that MCHA was tax tax-exempt for everything.

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

Cmmr. Wallace reported that the State Finance Commission was going to visit to see the options on financing Kneeland Park. He stated that he would like to know if they should take the tax credit option or do a loan modification temporarily until they are assisted.

8. DEVELOPMENT: None

9. UNFINISHED BUSINESS:

- 9.1 **MCHA Agency Insurance**

Ms. Brock-McKean stated that she just received a bid for insurance and she will compare it with current insurance and report to the Board at the next meeting.

- 9.2 **Pine Garden Apartments Refinance**

Cmmr. Wallace stated that he was still concerned about coming up with the refinancing deposit.

Ms. Brock-McKean and the Board agreed that refinancing should be deferred until next year so they could build-up the replacement reserve.

- 9.3 Kneeland Park Apartments Refinance
Cmmr. Wallace reported that refinancing Kneeland Park was going to be put hold until they meet with the State Housing Commission.
- 9.4 Commissioner Vacancy
Britta Creed, Clerk of the Board, reported that they had one applicant, Janet Thompson, for the Commissioner position. She stated that Ms. Thompson's application was going to be put on the Board of County Commissioners agenda for her to be appointed. She noted that she should be appointed to be Commissioner to attend the next MCHA meeting in June.
- 9.5 Grays Harbor County Housing Authority Interest
Cmmr. Wallace had been in contact with Grays Harbor County Housing Authority to see if they had interest in Mason County Housing Authority joining. He stated that he hadn't heard back since.
- 9.6 Pine Garden Apartment's 2013 Audit Schedule
Cmmr. Wallace stated that they were going to proceed with the audit as discussed earlier under the Management section 7.1.

10. NEW BUSINESS:

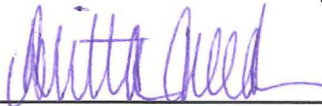
- 10.1 Kneeland Park Replacement Expenses
Ms. Brock-McKean reported that Griffith Industries, Inc. would like payment for the replacement of carpet in a unit at Kneeland Park. The Board agreed since they are tax-exempt to remove \$450.87 from the invoice of \$5,818.47 and pay \$5,367.60.

Chair Wallace called for motion to approve transfer from the reserve account to the operating account for Kneeland Park in the amount of \$5,367.60. Commissioner Weston/Ingwaldson moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.


11. FUTURE MEETINGS: June 27, 2013

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn the meeting at 10:05 a.m. Commissioner Weston/Ingwaldson moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.



Executive Secretary



Chair

SEAL:

