

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 **JUNE 27, 2013**, AT THE MASON COUNTY COMMISSION 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 Janet Thompson

Absent:

Commissioner Tamra Ingwaldson

Also Present:

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

2. **MINUTES:** Approval of the May 2013 regular meeting minutes.
Chair Wallace called for motion to approve the May 23, 2013 regular meeting minutes. Commissioner Malanowski/Monroe moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried unanimously.
3. **PUBLIC COMMENT:** None
4. **CHAIRMAN COMMENTS:**
Welcome to Commissioner Janet Thompson to her first meeting. Janet is replacing Gayle Weston who resigned and whose last meeting was in May. Thank you to Britta Creed for serving as Clerk. She has accepted a position with the Mason County Utilities & Waste Management and will no longer serve as clerk. Becky Rogers is replacing Britta as the clerk.
5. **COMMISSIONER COMMENTS/REPORTS:**
Commissioner Thompson gave her background in working with HUD several years ago and Section 8 cases.

Commissioner Malanowski gave a report on the new shelter/administrative offices and apartments to be built with Housing Trust Fund money. The expected date of completion is January 21, 2014.

They are considering the name of "Crossroads" for the name of the new facility. A place where changes are made. This is a private/non profit organization.

Cmmr. Wallace stated that Ms. Brock-McKean would be happy to set up a tour of the four properties for the new board member.

6. **FINANCIAL:**

- 6.1 **Approval of Claims Certification for May 2013**
The Cove Apartments - \$22,858.51
Pine Garden Apartments - \$22,734.35
Kneeland Park Apartments - \$13,220.06

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

6.2 **Income Statement Review**

They have a new Interim Portfolio Accountant, Lana Lambirth who will become the permanent Portfolio Accountant.

Cmmr. Wallace reported that when they had an outgoing financial and incoming financial they had a little bit of a disconnect. They are going through retraining now.

7. MANAGEMENT:

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

The Coves

Ms. Brock-McKean reported that out of the 59 units at The Coves they are 100% occupied. She discussed a community meeting that she had with all the tenants.

Carroll Wilson is the new Manager.

USDA Rural Development (RD) is scheduled for an inspection on July 12th. She stated all of the improvements they were doing prior to the RD inspection. She also reported the expenses that would be paid for the improvements.

Kneeland Park

Ms. Brock-McKean stated they had one vacancy with one ready to move in. She discussed the improvement needs in property. She noted that the roof would need to be addressed.

Pine Gardens

Ms. Brock-McKean reported 100% occupied with no issues. She stated they would need to get cash flow going to get money available to refinance.

In response to a question about the \$10,000, Cmmr. Wallace stated Pine Gardens owes the agency fund \$39,380. The \$10,000 would be going back into the fund to satisfy that debt.

Due to a power outage, the Board took a brief break at 9:54 am to 9:56 am to restart the equipment.

7.2 Washington State Housing Finance Commission Kneeland Park Apartments meeting May 24, 2013:

Cmmr. Wallace stated that the Washington State Housing Finance Commission invited Ms. Morgan-McKean to Seattle for a meeting. He discussed getting a new tax credit and refinance. He reported all of the details to the board.

Ms. Brock-McKean stated that the Housing Finance Commission understood the situation and that rescindation would be the best option. She will follow up with Michael Dill. She noted that they have enough money for old bills once those are paid they should start saving.

8. DEVELOPMENT: None

9. UNFINISHED BUSINESS:

9.1 MCHA Agency Insurance:

Ms. Brock-McKean reported AARP and Propel insurance rates that she had received. She stated that Propel gave a discount so they were lower and they had better coverage. The Board agreed to go with Propel. Morgan stated that it would then start July 1, 2013- July 30, 2014.

10. NEW BUSINESS:

10.1 WA State Auditor Schedule of Audit Findings and Reponses

Cmmr. Wallace discussed a hand out from the WA State Auditor's Office with concerns they found during the audit.

Cmmr. Wallace thought that the Board should accept and provide a narrative done by Ms. Brock-McKean. The board agreed.

11. FUTURE MEETINGS: July 25, 2013

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn the meeting at 10:18 a.m. Commissioner Morgan/Malanowski moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

Betsy Rogers

Executive Secretary

[Signature]

Chair

SEAL:

