

# 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 **September 25, 2014**, 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 9:06 a.m. Roll call was as follows:

**Present:**

Chair Merrill Wallace  
Commissioner Karen Monroe  
Commissioner Tyler Music

**Absent:**

**Also Present:**

Patti Sells, Housing Coalition Coordinator  
Becky Rogers, Clerk of the Board  
Katie Bonus, Longview Housing Authority (arrived 9:08 am)  
Tom Drake, Longview Housing Authority (arrived 9:08 am)  
Ben Wickham, Cascade Management Inc. Vice-President (by phone 9:36 – 9:51am)  
Carolina Abdalah, Cascade Management, Inc. Portfolio Manager (by phone 9:36 – 9:51am)

2. **MINUTES:** Approval of the July 31, 2014 regular meeting minutes, August 7, 2014 special meeting minutes & August 28, 2014 regular meeting minutes.

**Chair Wallace called for motion to approve the July 31, 2014 regular meeting minutes. Commissioner Monroe/Music moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.**

**Chair Wallace called for motion to approve the August 7, 2014 special meeting minutes. Commissioner Monroe/Music moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.**

**Chair Wallace called for motion to approve the August 28, 2014 regular meeting minutes. Commissioner Monroe/Music moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.**

3. **PUBLIC COMMENT:** None
4. **CHAIRMAN COMMENTS:** The Washington State Housing Finance Commission (WSHFC) is asking the housing authority for a plan. Chair Wallace and the Cascade Management staff will meet on 10/3/2014 at the WSHFC office to discuss options for financing.
5. **COMMISSIONER COMMENTS/REPORTS:** Cmmr. Music asked about a veteran becoming involved with housing programs specifically for veterans. Mr. Drake referred him to contact David Pennington, LHA.
6. **FINANCIAL:**
  - 6.1 **Approval of Claims Certification for August 2014**
    - The Cove Apartments – \$23,535.40
    - Pine Garden Apartments - \$29,809.94
    - Kneeland Park Apartments - \$11,806.40

**Chair Wallace called for motion to approve the Claims Certification for August 2014. Commissioner Monroe/Music moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.**

- 6.2 Income Statement Review** - Report on the August 2014 statement. Mr. Drake noted that at next month's meeting the September income statement will be presented. This is the fiscal year-end report which will get audited and reviewed.

Chair Wallace interjected that he has been in communication with Mary Helen, HUD, with regard to losses during Guardian Management, LLC. One of the issues dealt with fraud. HUD questioned if MCHA is in violation of the regulatory agreement with Pine Gardens. It was noted that the majority of the losses were at Kneeland Park, but also some missing receipts and records at Pine Gardens.

Mr. Drake noted that the State Auditor had taken a look at this matter on behalf of the agency and due to the fact it was less than \$50,000 did not pursue this. The Attorney General also will not take it up either.

- 6.3 Write Off of Uncollectable Accounts** – Mr. Drake presented six items for write off totaling \$10,274.12.

**Chair Wallace called for motion to approve writing off the books \$10,274.12 from Accounts Receivable which have been deemed uncollectible, providing a professional collection agency has recorded these debts against the responsible parties. Commissioner Music/Monroe moved and seconded. Chair Wallace called for question. None opposed. Motion carried.**

**7. MANAGEMENT:**

- 7.1 Routine Occupancy and Property Inspection Reports** for The Coves, Kneeland Park, and Pine Garden for the months of August 2014. Ms. Bonus reported on the highlights.

- 7.2 2014 Pine Garden Apartments Audit/Loveridge Hunt & Co., PLLC** – Chair Wallace requesting authorization for the chair to sign the 2014/2015 contract in the amount of \$5,800 for the audit for Pine Garden Apartments.

**Chair Wallace called for motion to approve authorizing the chair to sign the 2014/2015 contract with Loveridge, Hunt & Co., PLLC in the amount of \$5,800. Commissioner Monroe/Music moved and seconded. Chair Wallace called for question. None opposed. Motion carried.**

**8. DEVELOPMENT:** None

**9. UNFINISHED BUSINESS:**

- 9.1 Approval Cascade Property Management Contracts:** Chair Wallace noted the Cascade staff are in a meeting in Vancouver, WA and could not attend the MCHA meeting in person; however, they could attend the meeting via speaker phone to discuss the contracts. The Board made contact with Cascade Management, Inc. by speaker phone. Ben Wickham, VP and Carolina Abdalah, Portfolio Manager, participated during the discussion of Agenda Item 9.1.

Mr. Wickham noted that as soon as they have signed contracts for the properties they can get personnel working. They briefly discussed their priorities of getting vacant units filled as

quickly as possible to get the rent revenue coming in. Also, they want to copy the tenant files and get them into their corporate office compliance division. They will need to hire some staff to work at the properties.

The Board noted the contracts would be effective October 1, 2014. Once contracts are signed at the meeting they will be emailed to Cascade Management LLC.

Mr. Wickham stated they need to get the unit that has been off line for over a year back on line. They will use whatever means possible to get the Kneeland Park property leased to reach the revenue potential and then keep it stable until the reconditioning, as this can be a lengthy process.

Chair Wallace mentioned the October 3, 2014 meeting date with the Housing Authority and Cascade Management, Inc. at the Washington State Housing Finance Commission office. They are hoping to obtain some assistance with financing the properties.

**Chair Wallace called for motion to approve the contracts with Cascade Management, Inc. Commissioner Music/Monroe moved and seconded. Chair Wallace called for question. None opposed. Motion carried.**

**10. NEW BUSINESS:**

**10.1 Commissioner Vacancies:** Resignations from Tamra Ingwaldson & Jan Thompson. The Mason County Commissioners circulated a News Release announcing the vacancy and seeking applicants. Tom Drake will send a notice to all the tenants asking if they would be interested in the position. Patti Sells will check into sending out a notice to the Housing Coalition members.

**10.2 Election of Officers**

**10.1.1 Chairperson - Chair Wallace called for motion to appoint a chair. Commissioner Monroe/Music moved and seconded to appoint Merrill Wallace. Chair Wallace called for question. None opposed. Motion carried.**

Mr. Wallace noted the chairperson also acts as the Executive Director of the organization. Some of the agencies want the Executive Director signing and not the chairperson. It has been a joint position since approximately 2009.

**10.1.2 Vice-Chairperson - Chair Wallace called for motion to appoint a vice-chair. Commissioner Music/Wallace moved and seconded to appoint Karen Monroe. Chair Wallace called for question. None opposed. Motion carried.**

**10. FUTURE MEETINGS:** Thursday, October 23, 2014

**11. ADJOURNMENT:**

There being no further business, Chair Wallace called for motion to adjourn the meeting at 10:02 a.m. Commissioner Music/Monroe moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

*Becky Rogers*  
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Executive Secretary

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Chair

SEAL:

