

# 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 **NOVEMBER 4, 2015**, AT THE MASON COUNTY COMMISSION CHAMBERS, 411 NORTH FIFTH STREET, SHELTON, WA 98584

1. **CALL TO ORDER AND ROLL CALL:** Chair Music called the meeting to order at 9:00 a.m. Roll call was as follows:

**Present:**  
Chair Tyler Music

**Absent:**  
Commissioner Karen Monroe

Commissioner Kathy Haigh  
Commissioner Gary Gordon

**Also Present:**  
Laura Rosales, Cascade Management, Inc. Portfolio Mgr.  
Becky Rogers, Clerk of the Board

2. **MINUTES:** Approval of the September 2, 2015 regular meeting minutes.

**Chair Music called for motion to approve the September 2, 2015 regular meeting minutes. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

3. **PUBLIC COMMENT:** None

4. **CHAIRMAN COMMENTS:**

5. **COMMISSIONER COMMENTS/REPORTS:**

5.1 Commissioner Haigh asked if there has been any more input about the threats of lawsuit. Ms. Rosales stated that Mr. Kase went to the USDA office two weeks ago, following Cascade's inspection of the property. He and a handful of residents had a housekeeping notice that they had to clean their homes. After discussion between Mr. Kase and Ms. Rosales he agreed to transfer locations. There will be costs incurred including a vacancy loss at Kneeland Park. He would be transferred from the Coves to Kneeland Park., if the Board approves.

6. **FINANCIAL**

6.1 Approval of Claims Certification for **September 2015**  
The Cove Apartments – \$18,953.49  
Kneeland Park Apartments - \$8,858.65  
Pine Garden Apartments - \$20,418.92

**Chair Music called for motion to approve the Claims Certification for September 2015. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

7. **MANAGEMENT**

7.1 **Variance Report – September 2015**

7.1.1 The Coves – As mentioned previously, Mr. Kase is willing to transfer to Kneeland Park at the management's expense of approximately \$2,000. He wanted to take the HA to court if there was another flood and so it was recommended to go with an insured company for liability reasons. A moving bid came in at \$1,026. He is on a

voucher program and the housing department cannot transfer his voucher until the beginning of December. There will be a vacancy loss on B101. Ms. Rosales noted the other variances that were above or below the budget by \$300.00 for bad debt, cleaning contract, grounds contract, Reserve eligible replacement/repairs and cleaning payroll for the period to date. Board Member Haigh noted there is \$51,188 in Reserve for Replacement and the HA is asked to spend \$45,000 of that. Ms. Rosales stated the Reserve Replacement budget is for improvements such as new appliances for replacements. The USDA requires the HA to budget for Reserves each month in order to maintain the RD designation. When replacements are made, receipts are forwarded on a quarterly basis to HUD for reimbursement of expenses. When damages are incurred by residents, they are charged fees.

**Chair Music called for motion to approve spending \$2,000.00 to address the moving issues for Mr. Kase. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

- 7.1.2** Kneeland Park – There will be \$865 loss for one month due to the transfer of Mr. Kase. It was noted the appraiser is scheduled to complete the site visit on 11/2/2015. Things seemed to go well. The biggest concern was Anchor Bank was not as responsive as they wanted. The Board reviewed the variance report for September 2015.
- 7.1.3** Pine Garden -- They detected a leak and are communicating with the City of Shelton to use actual charges instead of averaging the fees. They will be asking for reimbursement. They do have replacement reserves of \$42,000.

**8. DEVELOPMENT - None**

**9. UNFINISHED BUSINESS - None**

**10. NEW BUSINESS**

**10.1** Approval of resolution for acceptance of loan funds in the amount of \$300,000 and execution of Impact Capital loan documents using Kneeland Park Apartments property as collateral.

**Chair Music called for motion. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

**11. FUTURE MEETINGS - Wednesday, December 2, 2015**

**12. ADJOURNMENT:**

**There being no further business, Chair Music called for motion to adjourn the meeting at 9:59 a.m. Commissioner Gordon/Haigh moved and seconded to approve motion. Chair Music called for question. None opposed. Motion carried.**

*Becky Rogers*

Executive Secretary

*Haigh*

Chair

SEAL:

