

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 **DECEMBER 2, 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 9:02 a.m. Roll call was as follows:

Present:

Chair Tyler Music

Commissioner Kathy Haigh
Commissioner Gary Gordon

Absent:

Commissioner Karen Monroe

Also Present:

Laura Rosales, Cascade Management, Inc. Portfolio Mgr.
Tammey Newton, Housing Coordinator
Becky Rogers, Clerk of the Board

2. **MINUTES:** Approval of the November 4, 2015 regular meeting minutes.

Chair Music called for motion to approve the November 4, 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:** None
5. **COMMISSIONER COMMENTS/REPORTS:** None
6. **FINANCIAL**

6.1 Approval of Claims Certification for **October 2015**.

The Cove Apartments – \$17,939.68
Kneeland Park Apartments - \$9,628.70
Pine Garden Apartments - \$19,034.05

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

- 6.2 **Income Statement Review** – The income statements for October 2015 were presented for the Board's review. It was noted there were a lot of variances, due to the need for an approved budget for each project beginning in October 2015. Ms. Rosales prepared new budgets for consideration. Everything put in the coming year's budget is based on year to date divided by 12.

7. **MANAGEMENT**

- 7.1 **Variance Report – October 2015**

7.1.1 The Coves - Moved Mr. Kase early out of the Coves into B101 in Kneeland Park. There were unforeseen roof issues in that unit following the rain. Mr. Kase has been taken care of and he is happy. There is a roofer going in today to do repairs. The USDA-RD

approved using the replacement reserves for the French drains in the amount of \$45,000. There is one last apartment with flooding (Unit 37) with one resident. The resident will be transferred to Unit 26. Once the French drains are taken care of they will be able to lease the apartments and get people moved in. Cmmr. Gordon asked if they are confident the French drains will take care of the issue. Ms. Rosales assured the board that Zach states this will resolve the weeping issues under the footings. At some point in the future, they will need to backfill some of the buildings, because there is so much dirt missing from the foundation. She explained that the variances reflect \$300 above/below the previous budget amount. They had extra expenses through Pacific Screening when they hired a new janitor to clean up the laundry facilities throughout all the properties. It is anticipated there will be savings. There were 2 vacant units with a loss of \$1,995.

7.1.2 Kneeland Park – It was noted the budget needs to be reviewed and approved. There was a roof leak detected on November 23. There was another leak above unit B204. Bids will be solicited for the entire roof once refinance is complete. They have two bids to date. The two vendors (Ascend Roofing & Lifetime Roofing) have been asked to provide quotes for pulling off the 20 year old roof. They were at 100% occupancy at Kneeland in October.

7.1.3 Pine Garden – The budget needs to be approved. A letter was sent to the City of Shelton regarding the water leak. Any credit or reimbursement would be applied after the beginning of the year. The City of Shelton had to send this issue to an adjuster to look at the next couple of invoices to see where they were vs. where they are today after the leak was repaired. The leak was due to a cracked line they found after digging down 6' on the corner of the last far building. There were 2 vacant units (Unit 9 & 20) at the end of October. To date they are 100% occupied. Ms. Rosales is getting samples of the vinyl planking and tile previously discussed. Buy Rite is the least expensive vendor and it is hopeful they can go back to purchasing flooring from Buy Rite. There is no record of pending outstanding bills. Mr. Gordon asked if there are alternatives to having a contractor put down the carpet squares. Ms. Rosales stated the Cascade Management team will learn from the contractor and after a couple of jobs they will be able to start installing it, hopefully at a savings. Mrs. Haigh asked if there are grant funds in Mason County to help pay up to 3 months rent. Mr. Music stated Crossroads Housing has a couple of programs. Ms. Rosales stated the tenants are made aware of these programs.

8. DEVELOPMENT – There was discussion about the need to formulate a vision, plan or goal concerning development. The Board spoke about setting up a summit, after the first of the year, to talk to contractors concerning development, potential funding for housing authority from recording fees. It is important to have the cooperation of the City of Shelton to address acquiring vacant homes within the City and work with an existing program, such as Habitat for Humanity to refurbish the homes and mentor tenants on how to take care of the homes. Ms. Rosales will have a conversation with Terri Silvis, Cascade and Tracy Moore, City of Shelton concerning development.

9. UNFINISHED BUSINESS -- None

10. NEW BUSINESS

10.1 Consideration of approval of Kneeland Park budget for 9/2015-10/2016. Ms. Rosales prepared a year to date budget and divided it by 12. Two large items were added into the budget. \$1,000 for a security system for Kneeland Park and Pine Gardens; and \$1,600 for a computer for Kneeland Park.

Commissioner Haigh/Music moved and seconded to allow for online review and approval of the 10/2015 thru 9/2016 budget for Kneeland Park & Pine Gardens. Chair Music called for question. None opposed. Motion carried.

10.2 Consideration of approval of Pine Gardens budget for 9/2015-10/2016 – see 10.1 motion.

10.3 Policies & Procedures for Record Keeping -- Impact Capital requires record management policy.

Commissioner Haigh/Music moved and second to adopt the policies and procedures for record keeping as presented. Chair Music called for the question. None opposed. Motion carried.

10.4 Approval of Modification Agreement for Pine Garden with Walker & Dunlop, LLC; FHA Project No. 127-11139.

The Board approved for Chair and Executive Director to sign the modification agreement.


10.5 Approval of Modification of Deed of Trust Note for Pine Garden with Walker & Dunlop, LLC; FHA Project 127-11139.

The Board approved for Chair to sign the modification agreement.

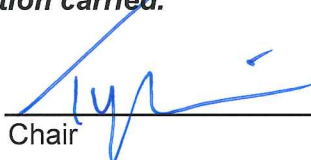
11. FUTURE MEETINGS - Wednesday, January 6, 2016

12. ADJOURNMENT:

There being no further business, Chair Music called for motion to adjourn the meeting at 10:23 a.m. Commissioner Haigh/Gordon moved and seconded to approve motion. Chair Music called for question. None opposed. Motion carried.



Executive Secretary



Chair

SEAL:

