

Woodland Apartments Preservation, Inc.
Regular Quarterly Board Meeting

MINUTES

Woodland Apartment Complexes
Community Room
245 S. Schoneman
January 8, 2013
4:00 p.m.

Attendance:

Board Members: Michele Hampton, Commissioner; and Sativa Herrington, Commissioner. Absent: Susan Howes, President.

Staff: Ned Beman, Executive Director; Stacy Shurtleff, Assistant Housing Manager; and Denise Russell, Executive Assistant.

Others Present: None.

1. **Call to Order:** The meeting was called to order by Commissioner Michele Hampton at 4:05 p. m.
2. **Establishment of a quorum:** A quorum was established with Commissioner Hampton, and Commissioner Herrington in attendance.
3. **Residents and Citizens to be Heard:** None
4. **Review of Minutes:**

Upon a Motion by Commissioner, Herrington, (2nd Commissioner, Hampton), the minutes of the October 9, 2012 Regular Board Meeting of the Woodland Apartments Preservations, Inc. were approved as submitted. The motion carried unanimously.

5. **Secretary's Report:**

A. Financial Report: Executive Director Beman reported that we are in the middle of changing how the financial statements to an automated process. This quarters Financial Report is a little confusing because the Variance is based off of the Current Period to Yearly Budget. The next one will show Current Period to Budget to Date which will show accurate Variance numbers for the quarter. The accounting department is also working on a Profit and Loss Statement as well. The goal is to make the financials as clear and automated as possible. Commissioner Hampton wondered if the Financial Reports would include all of the line items that are currently on the report. The Executive Direct stated that they would continue to show all the items as they are currently named on the report. The Financial Reporting will remain in house with Daniel J. Handran, CPA still completing an Annual Audit because we are following the HUD format.

B. Operations Report: The Woodland Apartments Preserve has one vacancy currently, and another one tomorrow for a total of two vacancies. These units already have clients in line to move in to them. Commissioner Hampton was happy to see that the percentages on housed residents have gone up.

Commissioner Hampton requested clarification on the large number of work orders for the last couple of months. Stacy Shurtleff explained that the high number is from turning over a number of units and annual inspections. Work Orders must be completed for each.

Commissioner Hampton asked Stacy if she had just the one court hearing today. Stacy indicated that was correct, and that the hearing went well.

The Executive Director explained to the WAPI Board of Commissioners the reorganization structure. The succession planning was requested from the North Bend Cities/Coos-Curry Housing Authorities. There will be a Deputy Executive Director added to the organizational structure. In order to maintain this new position at a budget neutral impact, the Director of Section 8, the Director of Housing Programs, and Director of Finance will no longer be in the organizational structure. The onsite personnel will move to a manager position instead of an assistant manager position. This transition will save a little bit of money overall for Woodland, and gives them more freedom and accountability.

Also, there will be a fulltime receptionist in the main office even though the office will still be closed in the mornings. The receptionist will be able to help with the scanning and filing of documents. Additionally, the labor position will become a fulltime position to help the Maintenance Technicians. The Executive Director has already spoken with the staff regarding the organizational changes that are taking place. The whole process should be done before the WAPI Board of Commissioners meeting.

The interview process for the Deputy Executive Director will include a member of the North Bend City Housing Authority, a member of the Coos –Curry Housing Authority and the Executive Director. These jobs will be internal applicants only. Once the Deputy Executive Director position is filled, that person will complete the interviewing for the manager positions.

This process will allow for a seamless transition, if the Boards of Commissioners wants that, when the Executive Director leaves in about three years.

C. Maintenance Report: The Executive Director reported to the Board of Commissioners that the mortgage should be paid off in March before the next Board Meeting. This will allow for more timely replacement of the lower cabinets in the units throughout the complex. Commissioner Hampton asked if we had bids for the cabinets. The Executive Director indicated that we did not have any bids. We are holding off until the mortgage has been closed out with HUD. Once that is complete, we will know what monies are available in the Replacement and Reserve Fund to move the cabinet project forward.

Also, the back corner of the property needs to have a better drainage/retention wall system. The Executive Director stated that the Gabions system would allow for the proper drainage, but would hold the soil in place. Commissioner Hampton commented that they are not very aesthetically pleasing when they are first done, but once they settle they look fabulous. The Executive Director believes that you can plant some vines or other greenery on them and improve the look of the Gabion as well. There is money in the fund to complete this project.

The Executive Director indicated that next year there will be necessary to do another needs assessment and energy assessment. Commissioner Hampton wondered if it will be a multi-line item project (e.i. exterior building, interior lighting, heating systems, etc.) The Executive Director indicated that green grants may be available to help with these projects.

D. Staff Training: None Added.

6. **Executive Session:** The Board of Commissioners may retire to Executive Session at any time upon the motion of any commissioner, as authorized under ORS 192.660; (a) Employment of Public Officers, Employees and Agents; (b) Discipline of Public Officers and Employees; (e) Real Property Transactions; (h) to Consult with Legal Counsel; or (i) Performance Evaluations of Public Officers and Employee: The Board did not retire to Executive Session.

7. **Adjournment:** Upon Motion by Commissioner Herrington, (2nd Commissioner Hampton) the meeting adjourned at 4:35 p.m. The Motion carried unanimously.

Susan Nelson, President
Woodland Apartments Preservation, Inc.

Ned Beman, Managing Agent
Woodland Apartments Preservation, Inc.