

Woodland Apartments Preservation, Inc.
Regular Quarterly Board Meeting

MINUTES

Woodland Apartment Complexes
Community Room
245 S. Schoneman
October 14, 2014
4:00 p.m.

Attendance:

Board Members: Susan Nelson, President and Michele Hampton, Commissioner.

Absent: None.

Staff: Ned Beman, Executive Director; Debbi Kauffman, Multi Family Housing Manager and Denise Russell, Assistant to Executive Director.

Others Present:

1. **Call to Order:** The meeting was called to order by President Susan Nelson at 4:00 P.M.
2. **Seating Resident Commissioner:** Candy Jacob took the oath of office for the Resident Commissioner seat on the Woodland Board.

Commissioner Jacob's wondered what the law is if a tenant is having a party that is loud, which may go until 11:30 or midnight. Executive Director Beman stated that the police department should be called. The person that calls should be willing to sign their statement because the police will come out for a disturbance call. The police report give WAPI a stronger position when dealing with these issues.

The guideline for the complex is quiet time between 10:00 P.M. and 8:00 A.M. The resident can file a written complaint with the Property Manager, which can be followed up on. The closer that the complaint is filed, the more that can be done about the issue.

3. **Establishment of a quorum:** A quorum was established.
4. **Residents and Citizens to be Heard:** None.
5. **Review of Minutes:** Upon a Motion by Commissioner Hampton (2nd President Nelson), the minutes of the July 8, 2014 Regular Quarterly Board Meeting of the Woodland Apartments Preservations, Inc. were approved as submitted. The motion carried unanimously.
6. **Secretary's Report:**
 - A. **Financial Report:** Executive Director Beman indicated that WAPI actually did well with dwelling rent even though some of the units have been vacant. The tenant assistant payments are down

because of the four units that have been down. There is an additional unit that has been affected, and will be going offline for mold issues. The four that were originally taken offline are leased.

The construction work has cost a little more than was expected; there is a loss of \$10,000 for the year thus far, which is not bad for the amount of work that has been completed. The loss will be taken out of the reserves.

- B. Operations Report: The office remodel and the window improvements to the laundry room has been completed. Property Manager, Kauffman, is happy with the office remodel.

Currently, there are three vacancies and one unit is offline. The three vacancies are being turned and then will be released.

The Waiting Lists are currently running at about a year except for the one bedroom units, which has about a three year Waiting List.

There have been three evictions; two from nonpayment of rent. None of the evictions went through the court system.

- C. Maintenance Report: The timer on the exterior lighting on the K building needs to be checked to see if it needs to be adjusted or have the bulbs replaced. K building are not working at all. Debbie Kauffman will take a look and determine which ones are out in the complex and have them worked on.

- D. Staff Training:

7. **Informational Items:**

8. **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 Hampton (2nd President Nelson) the meeting adjourned at 4:12 p.m. The Motion carried unanimously.

Susan Nelson, President
Woodland Apartments Preservation, Inc.

Ned Beman, Managing Agent
Woodland Apartments Preservation, Inc.