

Woodland Apartments Preservation, Inc.
Regular Quarterly Board Meeting

MINUTES

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

Attendance:

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

Absent: Sativa Herrington, Commissioner.

Staff: Cheryl Slagle, Deputy 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 4:10 p. m.
2. **Establishment of a quorum:** A quorum was established.
3. **Residents and Citizens to be Heard:** None
4. **Review of Minutes:** Upon a Motion by Commissioner Hampton (2nd President Nelson), the minutes of the October 8, 2013 Regular Quarterly Board Meeting of the Woodland Apartments Preservations, Inc. were approved as submitted. The motion carried unanimously.
5. **Resolution No. 2014-01: Adoption of Capitalization Policy:** Upon a Motion by Commissioner Hampton (2nd President Nelson), to Adopt the Capitalization Policy as proposed with the change from \$2,000 to a \$5,000 threshold. The motion carried unanimously.
6. **Secretary's Report:**
 - A. **Financial Report:** Deputy Executive Director, Cheryl Slagle, reported to the Board of Commissioner's that the Financial Report shows a large loss. This is because the reimbursement has not been received for the cabinet work that has been done at Woodland Apartments. The work was completed on Friday. In addition, the appliance replacements have been completed. Cheryl, Brian Harmon from Crow Clay, and a representative from the contractor will be completing a final walk through.

The old appliances were sold on Craigslist for \$20 for each. There were only three or four that were just given away to dispose of them. Amazingly, not of the appliances walked away between the time of installing the new appliances and the sale of the old ones.

- B. Operations Report: There was a four percent vacancy at the end of the year. There are several of the units that are offline because of the mold issue. The Housing Authority is addressing the mold issue.

Property Manager, Debbie Kauffman has individuals lined up to go into the empty units as they are available to move into. There are a few transfers that need to be completed within the current clients to adjust for the changes in the bedroom size that the families are actually eligible for. This is due to changes within the family size or the number of members in the family. Once the transfers are completed, the units should be running at close to 100 percent filled.

There were eleven evictions that happened during the last calendar year. As of the last meeting there were a few cases that were pending legal action; these cases were resolved without court action.

Most of the evictions that happened last year are because of drug activities. All of those cases did go to court. There was only one client that requested a jury trial. The client did not show up for the preliminary hearing. The client opted to just move out of Woodland Apartments.

- C. Maintenance Report: The Maintenance Staff are completing Work Orders in a timely manner to stay within the 20 day timeframe. The Maintenance staff were assigned the task of cleaning up the Work Orders in the system that were over 30 days old. The staff successfully resolved the issue prior to the holidays. This issue developed because of a turnover in the staff and staff that required some extended time off.

Currently, the Maintenance position at Woodland is open. Rick Fossum's last day was on Thursday. The interviews will be in the next couple of weeks. The Housing Authority has received two resumes thus far.

- D. Staff Training: None.

7. Informational Items: Site Improvement Bids – Crow Clay has been working on the water issue to be addressed by paving and adding rock to the area. Debbie Kauffman reported that it was completed between K and J buildings.

After the meeting the Commissioners will be going on a tour of a few of the units to see the new cabinets and appliances that have been installed. Another unit is empty that has the mold issues and the commissioners did want to see the unit.

An agency from the Grants Pass/Medford area will be in Coos Bay on Friday. Debbie is talking with him regarding his schedule to have the testing completed while he is on the South Coast to alleviate some of the expense for having them in. He will be looking at four units - B3, which is a water leak from a burst pipe that flooded the unit; J6 has major mold issue in a bedroom; and two units in the K building that

have mold issues. There is not enough venting in the attic areas of the buildings. Crow Clay is working on figuring out what needs to be done to correct the venting issues. All of the buildings are built on a slab. All of the three bedrooms do have dehumidifiers in them; the other sized bedrooms have not had the issues that would require dehumidifiers.

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 4:27 p.m. The Motion carried unanimously.

Susan Nelson, President
Woodland Apartments Preservation, Inc.

Ned Beman, Managing Agent
Woodland Apartments Preservation, Inc.