

Woodland Apartments Preservation, Inc.
Regular Quarterly Board Meeting

MINUTES

Woodland Apartment Complexes
Community Room
245 S. Schoneman
April 8, 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 did not attend the meeting. Sativa Harrington turned in her verbal resignation because she has a work conflict.
3. **Establishment of a quorum:** A quorum was established.
4. **Residents and Citizens to be Heard:** None. President Nelson wondered if the residents know they can send correspondence to the Board if they have issues. Ned indicated that correspondence to the Board is neither encouraged nor discouraged. If they have complaints they address them to the Multifamily Housing Manager, Debbie Kauffman. Commissioner Hampton, asked what kind of complaints are typical, curtains? Debbie responded that they do not complain about having to supply their own curtains. The mini-blinds were costing the tenants a lot of money and they wouldn't pay.
5. **Review of Minutes:** Upon a Motion by Commissioner Hampton (2nd President Nelson), the minutes of the January 14, 2014 Regular Quarterly Board Meeting of the Woodland Apartments Preservations, Inc. were approved as submitted. The motion carried unanimously.
6. **Secretary's Report:** The abatement started this week. The construction phase is being held for bid because once they abatement is complete, the bidders will have a complete picture of the

construction work that will need to be done to repair the mold units. This will cause a three week delay.

The abatement is going along pretty good. There is one unit that will require more ceiling work than was originally thought. The inspector decided that the J building attic area needs to be completely done. The additional work will cost approximately \$5,000.

There will be less insulation removal in K building so that has been a decrease in the cost. Most of the mold is because of the venting of the ceiling. The repairs will include a different venting system to alleviate the issue.

The laundry room will have the windows replaced with security features that will allow for building exit for emergency situations.

The Multifamily Manager's office will be remodeled to enlarge the size to provide for more desk room to accommodate the equipment require to facilitate her job. The office will have dropped ceiling and better lighting.

President Nelson asked if there have been any accidents on the recent rock work that was done on the back of the property. There has been one, just after a tenant moved in; their child tripped and fell on them after the parents had told the child to stay off of the rocks. Commissioner Hampton wondered if the water drained off of the structure well when we received all of the rain. Ned responded that the rocks drained fine.

A project that is being worked on is a way to provide GED classes to the tenants that want it. If the tenant completes the online course, then they would be able to keep the tablet. We need to have twenty-five individuals willing to participate to make it a viable project for the Community College. The project would cover the Airport Heights and Section 8 programs as well. It is becoming a harder job market because the minimum education requirements are increasing to a GED requirement or life skills certificate.

Approximately fifty percent of residents have internet access. For those that do not the Deveroux Center has free WiFi.

Executive Beman will talk to the Board about installation of WiFi after the installation happens at Hamilton Court. Potentially, the community space for WiFi would be the laundry room.

- A. Financial Report: The tenant assistance payments were down some, but WAPI is still making money. Executive Director Beman cautioned that WAPI doesn't want to make too much money because the complex is paid off, and HUD will require that WAPI reduce their rents. WAPI is not requesting a rent increase even though we have the right to do so. Even though WAPI does not require a rent increase, the paperwork still needs to be filled out. For the first time, HUD is

asking for the rent income breakdown of the tenants in the categories of low, very low and extremely low. WAPI has a twenty year budget filed with HUD.

- B. Operations Report: Vacancies are doing well. There are some tenants that are doing transfers, and the Manager will start working on filling the vacancies on the mold units once the construction phase starts.

The tear out will be done the beginning of May 3rd, 2014. Then the bids will be in mid-June the beginning of July. The mold units will be offline for three to four months.

There was one eviction in February for rent. So far this year, the Multifamily Manager has not had to go to court; however, she may have to this month. It has not been like last year with the drug evictions. Tenants are not giving complaints to the office on traffic nor are the police being called to the property.

- C. Maintenance Report:

- D. Staff Training: None.

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 President Nelson (2nd Commissioner Hampton) the meeting adjourned at 4:21 p.m. The Motion carried unanimously.

Susan Nelson, President
Woodland Apartments Preservation, Inc.

Ned Beman, Managing Agent
Woodland Apartments Preservation, Inc.