

Woodland Apartments Preservation, Inc.
Regular Quarterly Board Meeting

MINUTES

Woodland Apartment Complexes
Community Room
245 S. Schoneman
July 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 because of a family emergency.
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 April 8, 2014 Regular Quarterly Board Meeting of the Woodland Apartments Preservations, Inc. were approved as submitted. The motion carried unanimously.
6. **Resolution No. 2014-02 - Adoption of Annual Budget:** Executive Director Beman stated that it is time to pass next year's budget. The budget is done according to HUDs formula. There were very little surplus in 2013, approximately \$15,000, and 2014 is going to be less because of principle payments. More money is being put into replacement reserves. The office remodel and the mold remediation will use some the reserves.

The solar project will be postponed to a later date. Other issues that are being taken into consideration is maintenance of the existing solar panels installed at other Authority locations.

A motion to accept the budget as present was made by Commissioner Hampton (2nd by President Nelson), the motion passed unanimously.

7. **Resolution No. 2014-03 - Bad Debt Write-Off's:** The Bad Debt Write-Off's are \$12,660.06 for the year, and are a very small percentage of the total budget. This will help clean up the books. A lot of

which is maintenance EIV. Even though it is written off, it is not forgiven to the tenant. The amount written off has to be paid prior to the client receiving housing in the future. The amounts are put into HAPPY Software that is available to agencies for tracking purposes. Multi-Family Housing Manager, Debbie Kauffman, stated that she has found quite a few in the software. The amount is also forwarded to a collection agency. A motion was made by President Nelson (Commissioner Hampton 2nd) to accept the Bad Debt Write-Off's. The motion passed unanimously.

8. **Secretary's Report:**

- A. **Financial Report:** There have been some Operation Expenses in the last quarter. There difference is mostly from the mold remediation project.
- B. **Operations Report:** Debbie Kauffman reported that the vacancies are mostly mold units. She will also be getting the keys tomorrow from a unit transfer, and then, there is a tenant that didn't comply with the mediated agreement and is moving out. There are perspective tenants are lined up for the vacant units.

The mold units are not back online yet. They were expected to be offline for about three months. The contractor is working toward having them finished a week ahead of schedule.

E.D. Beman reported that Coos County is getting really close to accepting credit cards at the Sheriff's office. For the Housing Authority writing a check is more expensive than the charge for using a credit card.

C. **Maintenance Report:**

- D. **Staff Training:** Commissioner Hampton wondered about training expense being down. E.D. Beman reported that training is normally approved. The Accountant to training on the financial requirements for Multi-Family. In addition, both the Accountant and Manager went to training in Portland. Manager Kauffman indicated that there has not been much training advertised recently for Multi-Family.

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.