

Providing Quality Affordable Housing that Promotes Dignity, Pride and Opportunity in Roswell, GA

**Meeting Minutes**

**Housing Authority of the City of Roswell Board of Commissioners**

**Regular Board Meeting**

**38 Hill Street, Roswell, GA 30075**

May 14, 2024, 9:30 a.m.

**Present:** **Staff:**

Beth Brown – Executive Director

Donzell Jackson – Chair Jane Smith – Project Manager

Shenetra Gates – Resident Commissioner

Don Wheeler – Commissioner

Nathan Porter – Commissioner

Brendan Keelan – Commissioner

**Guests:**

Lee Hills

There being a quorum present, D. Jackson, Chairman called the meeting to order at 9:30 a.m.

**CHAIRMAN’S REPORT**

**MINUTES**

Minutes from the April 9, 2024 meeting were presented for approval. On motion by N. Porter and seconded by B. Keelan, the minutes were approved with corrections.

Ayes: S. Gates, D. Wheeler, N. Porter, B. Keelan

Nays: None

**FINANCIAL REPORTS**

April 2024 financials were presented by Jane Smith. She informed the Board on how to interpret the financials and gave an update on the status of Pelfrey and Myrtle. There was a discussion about RHA’s replacement reserve account and how it worked. There was further discussion on how to reduce RHA expenses if income cannot be altered. On motion by N. Porter and seconded by B. Keelan financials were were accepted unanimously.

Ayes: S. Gates, D. Wheeler, N. Porter, B. Keelan

Nays: None

**EXECUTIVE REPORT**

B. Brown presented an update on day-to-day operations. She updated the Board on progress towards addressing maintenance concerns. The Board requested continued updates on progress and are available for support as needed.

Working on addressing illegal dumping.

Working with HUD to understand next steps in working towards the bifurcation of the HAP contract. We want to ensure timeframes and deliverables are outlined so that this does not hold up closing and construction.

The Phase 2 LIHTC application has been submitted to DCA.

B. Brown updated the Board on regular meetings with Pennrose and progress towards demolition as well as the closing on Phase 1.

There was an update on receiving the annual OCAF adjustment of 5% to the RAD rents. HUD continues to make progress. Increases will be retroactive to November 2023.

B. Brown updated the Board on the relocation of documents and belongings in 199 Grove Way building.

B. Brown discussed mistakes made by previous administration. There was a discussion around how to avoid these in the future.

B. Brown indicated that she would be speaking with Integral (owner of Veranda) to discuss the release of the parking easement during construction.

B. Brown presented a management report giving an update on property operations.

**NEW BUSINESS**

FY2025 Budget. J. Smith presented to FY25 budget for Pelfrey and Myrtle Street apartments.

On motion by S, Gates, D. Jackson and seconded by N. Porter the budgets were unanimously approved.

Ayes: S. Gates, N. Porter, D. Wheeler. B. Keelan

Nays: None

On motion by S. Gates and seconded by B. Keelan the board unanimously voted to adjourn.

Beth Brown

Secretary to the Board

Roswell Housing Authority