

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**

August 13, 2024, 12:00 pm

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

Donzell Jackson – Board Chair Beth Brown – Executive Director

Shenetra Gates – Resident Commissioner

Don Wheeler – Commissioner

Brendan Keelan – Commissioner

Nathan Porter – Commissioner

Carolyn Gould - Commissioner

**Guests:**

Lee Hills, City Councilwoman Donna McCoy

Terry Burns Cassandra Williams

Vicky Drisaldi Fabia DelCarpio

Joe Perreauli Gail Bohannon McCoy

Regina Mitchel Vondell Stewart

Sharon Crumley Catherine Phillips

Charles Alford Karen Parrish

There being a quorum present, D. Jackson, Chairman called the meeting to order at 12:00 p.m.

**MINUTES**

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

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

Nays: None

**FINANCIAL REPORTS**

Beth Brown reviewed the June 2024 financials with the Board. The financials were accepted on motion by N. Porter and seconded by B. Keelan.

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

Nays: None

**EXECUTIVE REPORT**

B. Brown informed the Board that a Maintenance Technician was being hired and seems to be liked and respected by the residents.

B. Brown advised the Board that the office has been cleared out and is ready for demolition.

B. Brown informed the Board that HUD assures us that we will receive the approval letter for the annual OCAF adjustment in the next week. We will begin working with our TRACS submission company to get all of the monthly adjustments complete for the past nine months. There was a 5% increase to our contract rent and an average increase of about $15/month for resident utility allowances. Residents can expect to receive this reimbursement over the next several months. The delay is a result of the turnover in HUD staff and the complications with the removal of the 40 units.

B. Brown informed the Board that we are preparing for the end of year close out. The new fiscal year will begin July 1, 2024.

A plea was made by the Board to the City asking them to put up the collateral for the 108 loan. Councilwoman Hills indicated that she would present to the Mayor.

B. Brown was asked to provide a summary on Myrtle Street set asides.

There was a discussion regarding maintenance issues.

Board members commented that they felt the design of the new Pennrose site was lacking and felt industrial. Pennrose is working with the City staff to address concerns.

There was a discussion about future cashflow. B. Brown indicated she would present a three year cash flow analysis at the next meeting.

There was a discussion regarding having a special called meeting in order to discuss the transition from GHA as the management agent to another party.

**NEW BUSINESS**

Charles Alford gave an update on the CDBG 108 loan process.

Beth Brown reviewed the Tenant Selection Plan with the Board. There was a discussion regarding the use of the Tenant Selection Plan by the new development. It will be at the Pennrose’s management company’s discretion.

Beth Brown gave the Board a copy of the new Employee Handbook for them to review and vote on at the next meeting in August.

The Board listened to several comments from the members of the audience.

On motion by N. Porter and seconded by D. Wheeler, the board unanimously voted to adjourn.

Beth Brown

Secretary to the Board

Roswell Housing Authority