

**MINUTES OF THE ANNUAL MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE
CITY OF GEORGETOWN**

On the 23rd day of July 2015 at 3:00 p.m., the Housing Authority of the City of Georgetown, Texas met in regular session.

- Item 1. The Chairman called the meeting to order and ED Brennan, Board Secretary, took roll call. The following Commissioners were present: Commissioner Gavurnik, Commissioner Cruz, Commissioner Todd, Commissioner Schwab, and Commissioner Poisson. Commissioner Pope and Commissioner Raper were not present. Other present were: Jennifer Bills, City of Georgetown, and Attorney Tom O’Leary with Hudson & O’Leary, Attorneys at Law.
- Item 2. Pledge of Allegiance – The Board and attendees recited the Pledge of Allegiance.
- Item 3. Public Comment –
1. Ms. Violet Homeyer addressed the Board about adding a bamboo shade. ED Brennan told Ms. Homeyer to discuss this with management because this is an operational issue.
 2. Mr. Joe Trevino was concerned about residents not being provided with fire extinguishers, he thinks everyone should have a fire extinguisher in their apartment for the safety of residents in case of a fire, why wait until someone gets hurt. Commissioner Todd stated that this issue was discussed previously and that GHA taking responsibility to providing residents with fire extinguishers creates a problem for the housing authority because it becomes a state inspection issue, and ED Brennan stated that it could become an administrative burden and possible findings when REAC inspections take place. If residents would like to purchase their own, the housing authority will be glad to help them install. Commissioner Gavurnik stated that residents need to provide comments for the annual plan list when they are asked to contribute their comments.
 3. Jenny Leonard addressed the Board in response to the change in regulations for planting for GHA. She did not know to what extent the Board wants make changes, if they want to completely take out all the gardens. She stated that Mr. Pike brought all the plants and helped residents plant them; she also stated that this place is so much more beautiful and residents cannot really make many changes to their homes but that they can create individual gardens. Along with that she stated that gardening helps her health tremendously and her stress level. She tries to maintain her garden as best she can. She also said that she feels threatened with the thought of having her beautiful garden removed.
 4. Ms. Virginia Campbell – Ms. Campbell stated that she understands and that she feels that everything will be ok.

Consent Agenda: The Statutory Consent Agenda includes non-controversial and routine items that the Board may act on with one single vote. A Board member may pull any item from the Consent Agenda in order that the Board discuss and act upon it individually as part of the Regular Agenda.

- Item 4. Discussion, Consideration and Possible Action to approve the minutes of the June 25th meeting, Nikki Brennan, Executive Director
- Item 5. Discussion, Consideration and Possible Action to accept the Departmental Reports, Nikki Brennan, Executive Director
- a. Stonehaven Monthly Report: Prior Month Delinquent Rents and Security Deposits, Reexaminations Past Due, Vacancies by Bedroom Size, Waiting list by Bedroom Size, Move-Ins, Move-Outs, Work Orders
 - b. Shady Oaks Monthly Report: Prior Month Delinquent Rents and Security Deposits, Reexaminations Past Due, Vacancies by Bedroom Size, Waiting list by Bedroom Size, Move-Ins, Move-Outs, Work Orders

**MINUTES OF THE ANNUAL MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE
CITY OF GEORGETOWN**

- c. Resident Services Monthly Report: Prior Month Count of Activities in Direct Services, Agency Services, Activities, Administrative Contacts, Family Self-Sufficiency, Community Service
- d. Section 8 Monthly Reports: Prior Month Reexaminations Past Due, Delinquent Inspections, Vouchers, Waiting List, New Admissions, Port-Ins, Port-Outs, Hard to House, Termination of Assistance
- e. Maintenance Department Monthly Report (Stonehaven and Shady Oaks): Prior Month Vacant Units by Address, Work Orders
- f. Board Attendance Report
- g. Director of Housing Operations Report
- h. Executive Director's Monthly Report
- i. Resident Council Report
- j. Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8
Investment Report- Summary of cash accts and investments.

There were no items brought up for discussion or additional questions, therefore, the following motion was made:

Motion: *Commissioner Poisson made a motion to accept the consent agenda, items 4 and 5 as stated, and Commissioner Schwab seconded this motion, and this motion passed unanimously, 5/0.*

Regular Agenda: The Board will individually consider and possibly take action on any or all of the following items:

- Item 6. Discussion regarding the proposed revision to the House Rules & Regulations Addendum to Lease - Nikki Brennan, Executive Director
ED Brennan put this item on the agenda in case commissioners have any questions. She gave residents 45 days written notice. She has only received 2 comments so far and encourages all residents who want to comment to go ahead and do this. The Board should have concerns in writing from residents, so they can review before a decision is made. There has to be consideration for the Authority's ability to maintain the property. GHA is ultimately responsible for the health and safety of the residents and having uncontrolled planting and borders can lead to trip hazards, bugs, snakes and other things that can put the residents at risk and increase burden on maintenance staff. She believes that the property is beautified by their uniqueness, and residents personalizing space, but at the same time, it can also be achieved with the new rules while insuring that everyone gets to live in an attractive safe and well maintained environment. This item is informational and ED Brennan asked the Board if they had any instructions for her on this item for next Board meeting. Commissioner Gavurnik asked that all comments be submitted in writing. ED Brennan stated that deadline for public comments is August 5th, 2015. Commissioner Schwab made a comment that residents have to be mindful that GHA gets outside inspections either from REAC or HUD; at this point ED can control the situation such as these recommendations. However, if some outside entity inspects GHA, then it becomes a requirement and it will dictate the Housing Authority what has to be done without negotiating with residents.

Motion: *No motion needed.*

- Item 7. Report from Housing Advisory Board –Jennifer Bills, Housing Coordinator

**MINUTES OF THE ANNUAL MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE
CITY OF GEORGETOWN**

ED Brennan introduced Jennifer Bills, Housing Coordinator with the City of Georgetown. She proceeded to give the Board a report from the Housing Advisory Board activities. This is informational only.

Motion: *No motion needed.*

Item 8. Discussion, Consideration and Possible Action to approve the 2014 Annual Report – Nikki Brennan, Executive Director

ED Brennan presented to the Board the Annual Report for the Georgetown Housing Authority. She felt that the report turned out beautifully and thanked Maria Dingley for putting it together. The Annual report highlights our various programs. This report will be done yearly. Board wants to use for publicity and send to the Williamson County Sun.

Motion: *Commissioner Poisson made a motion to accept the Annual Report, and to present to the City Council, Commissioner Cruz seconded this motion and this motion passes unanimously, 5/0.*

Item 9. Update on the HVAC/Electric Modernization project in development 2 – Nikki Brennan, Executive Director – ED Brennan updated the Board on the progress of this project. She stated that this project is in the planning stages. She would like to push the notice to proceed until mid-September when the children are back to school, it is a little cooler and also coincides with the end of the Fiscal year and would make it easier.

Motion: *No motion needed.*

Item 10. Discussion, Consideration and Possible Action regarding the Boys and Girls Club Building at 210 West 18th Street, Stonehaven Unit- Nikki Brennan, Executive Director

Motion: *Commissioner Poisson made a motion to allow Nikki Brennan to proceed with initial stages of turning the Boys and Girls Club into a Community Resource for the Housing Authority, for the benefit of the residents. Commissioner Todd seconded this motion and this motion passes unanimously, 5/0.*

Item 11. Adjournment

Motion: *Commissioner Poisson made a motion to adjourn, Commissioner Schwab seconded the Motion, and the motion passed unanimously, 5/0. The Chairman thereby declared the meeting adjourned at 4:08 p.m.*