

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

On the 19<sup>th</sup> day of November, 2015 at 3:01 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 Raper, Commissioner Schwab, Commissioner Cruz, Commissioner Pope, and Commissioner Todd. Absent: Commissioner Poisson  
Others present were: Tom O'Leary-Attorney, Frank Stover-Accountant
- Item 2. Pledge of Allegiance – The Board and attendees recited the Pledge of Allegiance.
- Item 3. Public Comment – The following Stonehaven residents signed up for public comment:
1. Marion Goforth, Stonehaven resident, stated that on the decisions about the gardens, she would not like changes made.
  2. Lillie De Leon, Thanks the Board, please take in consideration how much these gardens mean to us, and whatever they decide they will comply.
  3. Laura Bryant, Stonehaven resident, read to the board the handout she brought for the meeting labeled: Resident Remarks Regarding Destruction of Gardens and Proposed Changes to the House Rules. After reading this document out loud, she thanked the Board for their work.

**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 previous 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
  - 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

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- 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

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

Commissioner Schwab stated that going forward he would like to see incorporated in the monthly reports reference to any staff training that took place that is done in the course of the month. As it stands now, Board does not know specifically what training there is or if they are being trained on any specific part of their job. ED Brennan stated that Shannon Kelly, Operations Manager had included information in her report about the new Shady Oaks manager recently hired. She stated she would make sure training is noted in monthly reports.

**Motion:** *Commissioner Gavurnik motion to accept the consent agenda, items 4 and 5 as stated, and Commissioner Todd seconded this motion, and this motion passed unanimously, 6/0.*

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

- Item 6. Update on the House Rules Committee – Stonehaven Manager, Tracey Howard

Stonehaven Manager, Tracy Howard addressed Board with the update. She stated that she was representing the committee and they would like to say it has been a great undertaking to inspect 25 acres. In light of circumstances of current Stonehaven modernization upgrades and the upcoming holidays, the committee would like to ask the Board for an extension to approve the revisions to the house rules and regulations until Jan 25, 2016 Board meeting. If the extension is granted today, Stonehaven residents will not be required to make corrective alterations to their existing landscaping until after the final vote, unless there is a threat to health and safety as deemed by management, they will be given a notice to correct, outlined by the policy currently in effect. Management asks that residents to not make any further alterations until then.

Commissioner Gavurnik asked if there are any situations that pose risk to the health and safety to the residents. Ms. Howard stated that at this point there is none because they have been addressing and making corrective action. Commissioner Todd asked the Chairman to table this item until the January 2016 Board meeting.

**Motion:** *There is no motion needed. Item was tabled until January 2016.*

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- Item 7. Discussion, Consideration and Possible Action regarding the removal of the Guarantor, Class B Special Limited Partner, DMA from the Shady Oaks GHA Partnership, L.P - Nikki Brennan, Executive Director

DMA Community Ventures, LLC, and DMA Development Company, LLC are the guarantors for all General Partner and Developer obligations under the Partnership Agreement. The Guarantor's obligations under the Guarantee shall terminate upon the expirations of the thirty-six (36) month anniversary of Achievement of Debt Service Coverage Ratio, as determined by the Special Limited Partner, Columbia Housing SLP Corp. The obligation lasts through the stabilization of the property.

The achievement of DSCR date was February 1, 2011, making the 36 month anniversary February 1, 2014.

DMA also is the guarantor of the Wells Fargo loan. The guarantor agreement states it will terminate upon the occurrence of the Conversion date as provided for in the Loan Agreement. This date was October 10, 2010.

The obligations of the guarantor(s) have terminated.

The parties now desire to modify the terms of the Partnership Agreement to acknowledge the withdrawal of the Withdrawing Partner as the Class B Special Limited Partner of the Partnership and to otherwise modify the terms of the Partnership Agreement.

- Item 8. Discussion, Consideration and Possible Action to discuss GHA staff end of the year performance incentive. – Nikki Brennan, Executive Director  
**Res. 611**

ED Brennan stated that for the past three years the Board has approved the amount of \$500.00 for staff, and \$1,400.00 for the ED for end of year Bonus. Along with that, ED Brennan asked the Board to approve giving Shannon Kelly \$1,400.00 this year because she has been acting manager for Shady Oaks for four months and she feels that she deserves the extra \$900.00 bonus for her hard work. After discussion the following motion was made:

**Motion:** *Commissioner Gavurnik made a motion to continue with the Christmas bonus as it is in the budget \$500.00 for staff and \$1,400.00 for the ED, Commissioner Todd seconded this motion, and the motion passed 5/0, with Commissioner Pope abstaining.*

Chairman stated that they will discuss Ms. Kelly's merit increase at the next Board meeting.

- Item 9. Discussion, Consideration and Possible Action to Approve the Section 8 Management Assessment Program (SEMAP) Certification - Nikki Brennan, Executive Director  
**Res. 612**

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**ED Brennan presented to the Board the Section 8 SEMAP for approval for submission.**

***Motion: Commissioner Todd made a motion to adopt resolution 612, Commissioner Gavurnik seconded this motion, and the motion passed 6/0, This was approved unanimously.***

Item 10. Discussion, Consideration and Possible Action regarding the Payment in Lieu of Taxes (PILOT) - Nikki Brennan, Executive Director  
**Res. 613**

Commissioner Raper stated that GHA is not required by statute to pay the Pilot as voted by the Board on recommendation from counsel and auditor. The following motion was made:

***Motion Commissioner Gavurnik made the motion to adopt Resolution 613, Commissioner Schwab seconded this motion, motion passed unanimously, 6/0.***

Item 11. Adjournment

***Motion: Commissioner Pope made a motion to adjourn, Commissioner Cruz seconded the Motion, and the motion passed unanimously, 6/0. The Chairman thereby declared the meeting adjourned at 4:40 p.m.***