

**MINUTES FOR THE REGULAR BOARD MEETING  
OF THE HOUSING AUTHORITY OF THE CITY OF  
GEORGETOWN, TEXAS**

**FEBRUARY 28, 2019**

Item 1. Call the meeting to order. Roll Call.  
The chairman proceeded to open the meeting at 3:04 pm. ED Brennan took roll call and the following members were present: Commissioner Karr, Commissioner Cruz, Commissioner Ramsey, Commissioner Raper, and Commissioner Todd. Absent: Commissioner Clark and Commissioner Scott.

Item 2. Pledge of Allegiance: All present recited Pledge of Allegiance.

Item 3. Public Comment: There was no public comment.

**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 January 24<sup>th</sup>, 2019 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
- 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

Motion: Commissioner Karr made a motion to accept the Consent Agenda in whole, Items 4 & 5 a - j. Commissioner Todd 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, Consideration, and Possible action of the Shady Oaks LP Independent Auditor's Report for Calendar Year December 31, 2018 – Jimmy Pokorny, Novogradac & Company LLP

ED Brennan proceeded to have the Auditor Jimmy Pokorny with Novogradac & Company LLP, report to the Board the annual audit. He reported no findings. This report was informational only. No motion needed.

**Item 7.** Discussion, Consideration and Possible Action to amend the partnership agreement regarding 2018 Tax Law Changes affecting Shady Oaks GHA Housing, LP- Nikki Brennan, Executive Director

ED Brennan started out by explaining to the Board that basically, the IRS is replacing the definition of "Tax Matters Partner" with "Partnership Representative" in the Partnership Agreement. Currently the ED is the Tax Matter Partner. Instead the IRS wants an individual representing the partnership instead of a Partner. Tom O'Leary has prepared the draft fifth amendment to the partnership agreement to address the new partnership tax audit rules and the RPTOB election. This amendment needs to be approved by the Board.

*Motion: Commissioner Todd made a motion to approve the Fifth Amendment to the partnership agreement regarding 2018 Tax Law Changes and Partnership Representative affecting Shady Oaks GHA Housing, LP, Commissioner Cruz seconded this motion and this motion passed unanimously, 5/0.*

Commissioner Raper asked ED Brennan for a quick update on the sewer project. ED Brennan proceeded to update the Board with the information given to her by the grant writer, Stan McCall. Mr. McCall has not shared the different scenarios and that he would share this with her by the end of next week. She has been reviewing sewer related work orders, and creating a report and a spreadsheet that shows all the work orders with problems related to the failing plumbing and she has shared that with Mr. McCall along with related invoices paid, sewer camera shots, and Roto Rooter estimates of repairs.

**Item 8.** Adjournment

*Motion: Commissioner Karr made the motion to adjourn, Commissioner Ramsey seconded this motion, and this motion passes unanimously, (5 /0).*

The meeting was adjourned at 3:38 p.m.