

**MINUTES OF THE APRIL 22, 2008 REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF YAMHILL COUNTY**

The Board of Commissioners of the Housing Authority of Yamhill County (HAYC) met on Tuesday, April 22, 2008, at the Hess Creek Private Dining Room, 1301 E. Fulton Street, Newberg, Oregon. Board members present were: Chair Joyce Morrow, Commissioners Phil Griffin, Barbara Knutson and Dave Newville. Commissioner Jean Kinman had an excused absence. Staff members present were: Elise Hui, Mark Davis, James Umfleet, Cliff Hardy, Jonia Pierce, Mike Jager and Yanira Vera. Guests in attendance were Brad Lunt, Manager of Columbia River Bank and Dan Danicic, Newberg City Manager.

Chair Morrow called the regular meeting to order at 7:02 p.m.

Joyce asked Dan to share a little about his plans as the new City Manager of Newberg. Dan said his priority is to coordinate communication between the city citizens and the public staff. Joyce thanked Dan for attending the meeting.

Commissioner Knutson moved to approve the minutes of the March 25, 2008 meeting. The motion was seconded by Commissioner Newville and unanimously approved.

Commissioner Newville moved to approve the minutes of the April 7, 2008 special meeting. The motion was seconded by Commissioner Griffin and unanimously approved.

We had three FSS graduates in the last month, Janiell Davan, Edie Foster, and Alice Mays. Janiell Davan received total escrow of \$2,255, Edie Foster received \$1,926, and Alice Mays received \$1,581. They did not attend the meeting, but there are further details provided in the Families Served Report. Joyce said she reviewed the list of expenditures and didn't have any questions or concerns.

James reported on the financial reports. Total revenue was \$1,019,943 and total expenses were \$979,455 for a net income of \$40,488. Approximate cash flow for the month was a positive \$36,792. HUD allocated 2007 set-aside funds, resulting in a one-month addition to Section 8 admin fees of \$12,431, and Section 8 HAP of \$37,654.

Cliff and Yanira reported on families served. Total families served increased 30 to 1,923. Overall occupancy increased .61% to 96.5%. Vittoria Square is currently 100% occupied, and Woodside currently has only 1 vacancy. Our manager at Abbey Heights, Claudia, decided to remain at her current position there. We are advertising for a manager for Sunnyside, Homeport, Bridges and Hendricks Place. For guests Dan and Brad, Yanira discussed our move from outside management firms to internal employees a few years back, and she described to them some of our existing properties and properties in development. Cliff said we increased S8 lease up 2%, and Judi is doing a good job of continuing lease up. Phil explained that we have waiting lists totaling about 1,200 families.

Mike handed out the maintenance and construction report, which was completed subsequent to the mailing of the meeting packets last week. Average time to complete work orders was 14.33 days. Mike thanked Yanira for filling in for him during his absence. In March we completed more work orders than we received (176), which helped lower the backlog. At Homeport the T111 siding is deteriorated, so Jimmy has been working on replacing the siding. Jimmy's limited duration expires mid-May. There were no reportable accidents in March.

Mark reported on Development.

*Village Quarter:* Construction continues; the concrete deck is completed and the carpenters are working on the framing. Phil met with commercial realtor's Colliers International and Commercial Realty Advisors to discuss our retail space. Suggestions they had for us include:

- a) Advertising on the Internet, a specific web site was suggested.
- b) Put a large banner at the site with a date of availability.
- c) Market the space toward companies that would provide services that would benefit the tenants.
- d) Use marketing techniques to entice new leasers, such as offering the first month lease for free.

They told Phil the market is tight and will get tighter, but retail spaces contained within tenant occupied buildings are popular. Mark said the contractor is a little behind schedule, but they have committed to finishing the project by September 25<sup>th</sup>. Completing the project on time is important to the investor's tax credit situation.

*New Reflections:* Dave alerted us to a foreclosure at 600 NE Galloway in McMinnville that proved to be a perfect location for the project. We were the sole bidder of the property and acquired it. We have prepared an application for ADF (Alcohol and Drug Free) funding from DHS. We should hear back from them by mid-May, after which we will submit a CFC application to OHCS. The property owner to the south mentioned that the fence between our properties in 4 feet into his property, so we are getting a survey done.

*Vittoria Square Rehab:* Mike has returned and can now analyze whether the additional funding RD has offered will cover the cost of the additional work. Primary work to be done is residing and new windows.

*Jandina Park:* Still no word from RD on funding to acquire and rehab this property.

*Heritage Place:* We received a letter from our attorney with Section 42 calculations, and his purchase price came in around 2.8 million, which is \$300-400,000 more than Don's price. Based on the assessed value of over 4 million, it is still a great opportunity.

Jonia reported on Homeownership.

*Housing Rehab:* We have met the environmental requirements for the City of Newberg rehab grant, and funds are available to obligate. We are working to meet the first draw requirements. At the YCAHC Board meeting on April 16<sup>th</sup>, Ernie Kirchner from Oregon Housing and Community Services (OHCS) announced that the \$400,000 grant application for the City of Sheridan was approved. The grant was fully funded, which is rather unusual these days.

*Housing Resource Center:* We are working with Yamhill CDC and Polk CDC to resubmit an application for \$20,000 Capacity to increase IDA participation. For foreclosure prevention training funding from HUD, we need to be a HUD-approved company, and need to find out if the non-profit needs to be one. We hosted a Housing Forum sponsored

by Craig Nolte from the Federal Reserve Bank of San Francisco, which consisted of attendees and speakers from lenders, real estate and mortgage brokers, and USDA RD and OHCS representatives.

*Home Ownership:* The disputed carpeting at 4<sup>th</sup> Place in Willamina was heard in small claims on April 15<sup>th</sup>, and the judge did not find in our favor because she felt we were “unjustly enriched”. The house on Bridge Street in Sheridan is slowly transitioning to open market. We may have Section 8 homeownership voucher candidates for the 2 homes.

Under reports of committees, Elise reported on her trip to the NAHRO Legislative Conference, which is very different than other NAHRO conferences. Attendees need to be up to date on housing issues for this conference to be worthwhile, which is why Phil previously suggested Elise be the one to go. The Oregon delegation of housing reps emphasized SEVRA (Section 8 Voucher Reform legislation), Low Rent Public Housing funding and tax credit issues.

Under the category of Unfinished Business, Elise provided an update on LRPH Disposition. Elise reported that after a year of waiting on our disposition application to HUD to be approved, we finally received a letter of approval on March 28<sup>th</sup>. Don and Elise met with our realtor, and she recommended we put some duplexes on the market first. She said it would be more effective to market the properties with the tenants in place. Dave asked if appraisals were required by HUD and Elise said this was correct. With Board approval, we will now proceed as follows:

- a) Issue contracts to complete the rehab work to prepare the units for sale.
- b) Meet with the realtor to develop the list of units to be sold first.
- c) Order updates on appraisals on units to be placed on the market first.
- d) Place a few units on the market.
- e) Apply for 70 new Section 8 vouchers to replace the 70 LRPH units.
- f) Conduct feasibility work on the 15 duplexes that have potential to be partitioned and sold to YCAHC, and issue contracts to get the partitioning work done.

Commissioner Griffin moved to provide Board concurrence on the “next steps” as identified above. The motion was seconded by Commissioner Neville and unanimously approved.

Under the category of New Business, Cliff and Elise reported on HUD’s review. HUD found some minor errors in some of our tenant files. Corrections have been made, and Cliff will be preparing a report to HUD telling of our corrections made. The HUD reps had trouble dealing with our document imaging system, and we had to work around their needs for hard copies.

Also under the category of New Business was the Policy on Employment Reference Information. Elise reported that we have revised our policy on giving employment references to enable managers to give references on current employees. Commissioner Neville moved to approve the policy. The motion was seconded by Commissioner Knutson and unanimously approved.

Under the Management Report section, Elise explained that we are applying for grant funding to hire a RARE applicant. The RARE program is an offshoot of AmeriCorps in which a graduate level student is placed in the community for a period of 11 months to

assist with capacity building. This person will help with countywide efforts to help the homeless. We are working with YCAP, Community Corrections and the County Commissioners in this effort. Polk CDC is also writing a grant for a RARE applicant on behalf of Polk CDC, Yamhill CDC and YCAHC. In this case, the RARE applicant would assist with outreach to minority applicants in the IDA program.

Joyce adjourned the regular meeting at 8:11 p.m.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary