

**MINUTES OF THE APRIL 24, 2007 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 24, 2007, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Commissioners Phil Griffin, Jean Kinman, Barbara Knutson and Dave Newville. Commissioner Joyce Morrow had an excused absence. Staff members present were: Elise Hui, Mark Davis, James Umfleet, Mike Jager, and Yanira Vera.

Vice-Chair Griffin called the meeting to order at 7:30 PM.

Commissioner Knutson moved to approve the minutes of the March 27, 2007 meeting. The motion was seconded by Commissioner Kinman and unanimously approved.

Elise presented Dave with a 5-year plaque and 6-year certificate of service, as Dave had missed the service award celebration on April 3rd. She thanked him for his loyal service to HAYC for all these years.

In the area of list of expenditures, Joyce was absent due to illness. James said he had not received any questions or concerns from her so we were assuming that the expenditures looked fine.

James reported on the financial reports. For the month of March we had a net loss of \$3,000 and positive cash flow of \$11,000. Fiscal year-to-date net income has been \$214,000, and year-to-date cash flow has been a positive \$353,000. Overall, it was an uneventful month. Section 8 is cruising along a little over 100% lease-up. We have not begun accruing developer fees for Village Quarter yet due to the tenuous nature of that project.

James reported on the Abbey Heights Audit Report. The auditors did not have any findings and gave an unconditional opinion on the financial statements. For the year, Abbey Heights had a net loss of \$155,000. The net loss was \$21,000 greater than anticipated mainly due to high utility and maintenance costs. As a result, we increased rents effective February 1st. We're trying to make mild increases every year instead of larger ones every few years.

James reported on the Sunflower Park Audit Report. The auditors did not have any findings and gave an unconditional opinion on the financial statements. For the year, Sunflower Park had a net loss of \$201,000. Sunflower's funding includes tax credits, and a loss is anticipated and desired by the Limited Partner.

Elise reported on families served. Total families served decreased 10 to 1,960. Overall occupancy decreased .41% to 98.16%. Section 8 is maintaining just above 100% lease-up. Yanira detailed occupancies: Abbey Heights had 2 vacancies, Tice Park & Woodside Park are still doing very well. Our on-site manager at Riverside Terrace has accepted a position in our Section 8 department and we are now advertising for her previous position at Riverside Terrace.

Mike reported on maintenance and construction. Average time to complete all work orders was 4.54 days. We had 68 small work orders at Sunflower, largely due to Lisa having recently inspected that property. Sunflower had some questionable construction work done and has proven to need more maintenance attention than expected at this early stage. Mike and Yanira feel the carpet color is too light and shows dirt and stains quickly. Turnover work orders have settled down lately. Barbara asked about rehab progress at Woodside, and Mike said the decks and residing work are all done. Jimmy is still working at Woodside on a few other rehab issues.

Mark reported on Development:

Jandina Park & Vittoria Square rehab: We are still waiting for word from RD on funding availability.

Village Quarter: The RFQ from general contractors resulted in the selection of Walsh Construction. On April 19th, Mark and Elise attended a meeting with the McMinnville Planning Commission and received approval for a parking variance and conditional use permit. They received a lot of tough questions from the Commission, but were able to respond to the commission's satisfaction. There were some concerns about the appearance of the large gray block wall on one side of the complex and we are looking into what can be done to make it more attractive. There is a 15-day appeal period, but we don't expect to see any appeals. We're still working on a purchase and sale agreement for the Legard's land and hope to finalize the agreement about the end of May or early June.

Elise updated the Board on LRPB disposition. Recent developments include:

- a) We have selected Coldwell Banker Real Estate to work with us on market analysis.
- b) We have received only 2 responses to our RFP for appraisals. Elise and Don will meet to discuss the responses. Dave thought it redundant to have both a market analysis and appraisals, but Mark explained it is a requirement of HUD's disposition policy.
- c) We had a discussion with the director of the SAC office of HUD, who confirmed that we need only "Section 18" of the Housing law to dispose. We also confirmed that we can sell some LRPB properties below market to our non-profit, YCAHC, for homeownership.
- d) The discussion with the SAC director also confirmed that we can use existing Section 8 vouchers, as they become available, to relocate LRPB tenants.
- e) We had discussions with Newberg & McMinnville on the possibility of dividing duplexes into separate units. It looks as though some duplexes are suitable for doing this.

- f) An environment review is in progress. Dave questioned the need for environmental reviews, but it is a HUD requirement for disposition.
- g) A presentation to be made to the County Commissions has been prepared.

Under New Business we had the Draper land purchase. Steven Draper owns a small parcel of land at the corner of Fourth and Irvine. The option agreement calls for HAYC to purchase the land by May 31st for \$205,000. Due to delays in getting the HOME funding, HAYC will have to front the funds for awhile. HAYC often fronts funds for projects in development, but this time it may be numerous months before HAYC is reimbursed. Commissioner Newville moved to approve the resolution. The motion was seconded by Commissioner Knutson and unanimously approved.

The Board moved into executive session at 8:20PM to discuss property and personnel issues. They returned to regular session at 8:28PM.

As part of the Management Report, there was brief discussion of the upcoming NAHRO conference that most Board members, Elise and Mike are going to attend.

The meeting was adjourned at 8:32 PM.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary