

**MINUTES OF THE AUGUST 25, 2009 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, August 25, 2009, at J's Restaurant, 2017 Portland Road, Newberg, Oregon. Board members present were: Chair Dave Newville, Vice-Chair Phil Griffin, Commissioner Joyce Morrow and Commissioner Fred Mickelson. Staff members present were: Elise Hui, James Umfleet, Mark Davis, and Jonia Pierce. Cliff Hardy, Mike Jager and Yanira Vera were all excused. A guest present was Lynai Briggs who has been recommended for appointment to the board.

Chair Newville called the regular meeting to order at 7:33 p.m.

Dave welcomed Lynai to the meeting, and asked her to tell the group about herself. She currently lives at the Sunflower Park Apartments in McMinnville and is interested in "giving back to the community" as the reason why she applied for the board position.

There were no FSS graduates for the month and no one attending the scheduled time for public hearing comments.

Phil and Joyce pointed out the minutes needed 2 grammatical corrections and 1 numerical correction. Commissioner Morrow moved to approve the minutes of the July 28, 2009 regular meeting as corrected. The motion was seconded by Commissioner Mickelson and unanimously approved.

Joyce said she reviewed and approved the list of expenditures, having previously asked James about a payment to PriceCatcher (web site revisions), and William Adams MAI (Heritage Place appraisal).

James reported on financial reports:

Total revenue was \$1,106,881, total operating expenses were \$1,077,715, and total non-operating income was \$192,545 for a net income of \$221,711. Approximate cash flow for the month was a positive \$322,739. We paid 1,353 HAPs totaling \$696,249, which is only \$4,582 over budget. We received proceeds for 3 LRP sales (1600 Villa Drive in Newberg, 105 Columbia drive in Newberg, and 702/704 Fenton Drive in McMinnville) totaling \$519,748. At the bottom of the budget comparison report, James added cash flow adjustments to get to cash flow from on-going operations only. This is in line with the budgeted operating deficit the union bargaining team is trying to resolve.

In Cliff and Yanira's absence Elise reported on families served:

Overall occupancy increased 1.1 % to 93.9%. Total families served decreased 2 to 1,914. Our Section 8 waiting list numbers dropped substantially since we did our annual purging of the list. Joyce requested the addition of a column showing the number of vacancies to the Families Served report.

In Mike's absence Elise reported on maintenance and construction:

Average time to complete work orders was 4.9 days, which is quite low compared to recent numbers. Move-out turnover time was higher than usual. Vittoria rehab work is nearing completion, but there is still some landscaping work to do.

Jonia reported on homeownership:

*Housing Rehabilitation:* We are making slow but steady progress on the Sheridan Rehab Grant, with 7 loans closed and 10 applicants in progress. Loans closed dropped from 8 to 7, because for the first time we had an applicant back-out after being approved.

*Housing Resource Center:* The grant for resource center funding for 2010 has been approved. Of the \$48,000 grant, HAYC will get about \$29,000 with the remainder going to our partnering agency Polk Community Development Corporation (PCDC). On August 20<sup>th</sup>, we received the \$30,000 Meyer Memorial Trust grant funds, to support foreclosure counseling and marketing efforts. Phil asked to see some of the client feedback forms once returned.

*Homeownership:* Of 21 state-wide applicants for NSP grants, we received word that 7 were awarded, including HAYC, which will receive \$500,000 of the \$600,000 applied for. HAYC would receive an 8% admin fee to administer the grant. Funds are designated for purchase and rehab of REO's.

We have an interested buyer for the Kingwood Court house, although the offer is quite a bit below market value. Even though it is needed, we are not planning to replace the carpet or paint the interior so that the eventual buyers can choose their own colors and styles. Obvious safety items that we were aware of have already been taken care of except for the removal of the fireplace insert.

Mark reported on development:

*New Reflections:* Construction is 80% completed, with completion estimated at the end of October. Dave asked who will service the tenants; Mark said Yamhill County Health & Human Services.

*Future Development:* On August 19, Elise and Mark had a meeting with the city planner of Newberg, David Beam. The downtown area is zoned is C3, Commercial, so we cannot have apartments on the ground floor, just like Village Quarter. There are two groups involved in Newberg's downtown area, the Newberg Downtown Association, and the Newberg Downtown Revitalization Committee. The City and downtown groups hope for a bypass so they can better transform the downtown area into a historic-type area. We would need to do a market study for housing needs in Newberg. Mark asked if the Board is still interested in pursuing a downtown Newberg development. After much discussion, the Board collectively supported continuing research of this potential development, but, would like to know the minimum amount of commercial space that would be required, and how many square feet would be available to purchase.

*Village Quarter Commercial space:* An interested party continues to express mild interest in 2,000 square feet of the VQ retail space.

Under unfinished business:

Village Quarter did not win a National NAHRO Award of Merit, so we will just enjoy the Regional NAHRO award achievement.

Also under unfinished business:

Elise provided an update on LRPD disposition. In July we sold 1 house and 1 duplex, bringing total sales of 5 duplexes and 3 houses by July 31st. We have sold 3 more houses in August so far, for total sales of 5 duplexes and 6 houses by this meeting. We currently have 4 more pending offers. In trying to close the sale of our “duplex” on Essex Street, we learned that it is actually 2 common wall units with 2 separate tax lots. Elise is researching the ramifications of this and whether we have any other properties like this.

Under new business:

Mark discussed Resolution 09-06 regarding Heritage Place refinancing as a continuation of the discussion from the July board meeting. Northland Security has approached various banks for a private placement of bonds, and is getting close to a deal. Phil asked if the Board has any personal liability in the debt commitment; Mark explained that we have Errors and Omissions insurance with HARRP that covers the board when they act in good faith. Resolution 09-06 authorizes the E.D. to make minor revisions and sign the refinancing documents. Commissioner Morrow moved to approve Resolution 09-06. The motion was seconded by Commissioner Griffin and unanimously approved.

Staff discussed Resolution 09-08 regarding the Fannie Mae Loan Modification. To keep the refinancing of Heritage Place as uncomplicated as possible, we are working with Fannie Mae to extend the date the \$600,000 principal payment is due beyond August 28<sup>th</sup>. They have tentatively agreed to this as long we put the balance due into our collateral account (which already has a \$750,000 balance). Resolution 09-08 authorizes redirecting the principal payment to the collateral account. Commissioner Mickelson moved to approve Resolution 09-08. The motion was seconded by Commissioner Morrow and unanimously approved.

Elise discussed Resolution 09-07 authorizing submittal of our annual Section Eight Management Assessment Program (SEMAP) information. We are required to annually certify as to the Section 8 program performance showing eligible families are helped to afford decent rental units at reasonable subsidy costs as intended by Federal housing legislation. We had significant improvement in reporting Section 8 information into HUD’s data collection system. We anticipate earning the maximum amount of points. Commissioner Morrow moved to approve Resolution 09-07. The motion was seconded by Commissioner Mickelson and unanimously approved.

The Board entered Executive Session at 9:20 p.m. and returned to Regular Session at 9:45 p.m. at which time Commissioner Neville adjourned the meeting.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary