

Board Members

Hillard Gibbs
Joan Robb
Eugene Cullin
Patsy Dowling
Walter Bryson

Chairman
Vice Chairman

Area Specialist

Lori Mercer

Executive Director

Randolph Janes

Waynesville Housing Authority

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Board Meeting Minutes

Date: 06/17/2015

Members present: Chairman Hillard Gibbs, Vice Chairman Joan Robb, Patsy Dowling, Commissioner Walter Bryson, Commissioner Eugene Cullin, and Commissioner Kathleen Warner

Others Present: Randolph Janes and Belinda Kahl

Ms. Dowling asked for the bylaws for the board for her to read to understand all the duties.

The past meeting minutes were sent to the Board Members earlier to review. Ms. Robb moved that the minutes were correct, Mr. Bryson seconded to approve the minutes and the motion passed unanimously

Belinda Kahl presented the Low Income, Tower, Reserve, & CFP Budgets for the 2015-2016 fiscal year. Ms. Warner asked about the reserve money in the Towers budget last year of \$200,000 and not this year. The reserve money was used for painting and caulking the building. Ms. Warner asked if the reserve money included the PTAC units as well as the elevator. She also asked about the elevator maintenance account asking if it was per call or monthly. Ms. Kahl stated that the elevator is paid monthly but we are charged for call outs as well. Mr. Cullins asked if we use the same contractors every year. Randy stated that all contract are bid out every 2 years and we will take the lowest bidder unless there is an extreme difference and that we will take the second lowest bidder. Ms. Dowling asked if we were within the new labor guidelines. Randy stated that we just go audited by NCDOL and that we are within compliance. Ms. Robb asked why the auditing expense was less this year. Ms. Kahl stated that last year she was trained in the end of year audit and we are not expecting the expense to be as great this year because the auditor will not have to be here as long. Ms. Robb asked why the furniture and fixture replacement was \$4,000 more. Ms. Kahl stated that when the contractor looked at the PTAC units they told us that 10 were going to have to be replace soon and we have only replaced 5 so far, and that this account does include any refrigerators and stoves that will need to be purchased for the units. Ms. Robb asked why the CFP insurance in lower. Ms. Kahl stated that we have one full time and one part time employee and last year we had 2 full time employees. Randy then stated that the grounds and building is in good shape and therefore we have not budgeted any reserve money this year, he also stated that the previous executive director put the funds into a CD that is not fully funded until 2017 and we can have penalties for pulling money out of the reserve account at this time and will talk to Lori Mercer to approve the withdrawal. Mr. Cullins asked if you can borrow against the CD. Ms. Robb stated that it would be best to call Lori because the biggest expense at this time is the parking lot and ask if she wants us to pay the penalties. After all questions were answered Mr. Bryson made the motion to approve all budgets, and Ms. Robb seconded. The motion was unanimously approved.

There being no further business, the meeting was adjourned and dinner was at Maggie's Galley.

Executive Director Signature _____