

Waynesville Housing Authority
PO Box 418
Waynesville, NC 28786

Board Meeting Minutes

Date: 6-18-14

Members present: Chairman Hillard Gibbs, Commissioner Duncan McDonald, Commissioner Carina Henriksen, Commissioner Eugene Cullin

Members Absent: Vice Chairman James Edwards, Commissioner Sybil Mann,

Others Present: Randolph Janes, Belinda Kahl, Michael Lybrand (Wells Fargo) & Maggie Melton (Wells Fargo)

Michael Lybrand from Wells Fargo presented information on obtaining a credit card machine for the offices. The machine would go through the internet and will reduce the cash on hand. The fees for the machine and service charge were presented. After all questions were answered the Board unanimously agreed to discuss this further next month after getting more information from other places to see what would be best for Waynesville Housing Authority, Mr. McDonald made the motion and Ms. Henriksen second.

Maggie Melton from Wells Fargo presented a new type of checking account called Business Checking Plus. This type of account would lower the service charge that both checking accounts are collecting due to how much cash is deposited monthly. Mr. McDonald made the motion to wait until the board decided on the credit card machine before we change account types, Ms. Henriksen second and the motion was unanimously approved.

Randy Janes presented information that Verizon has sent to the office about putting an antenna on top of The Towers building. The equipment would match the building and would be able to move for when we have the roof redone. They would take care of all the permits from the Town of Waynesville and pay The Towers per month. Randy stated that after the Board makes a decision on if they want to pursue this he would then go to USDA to get their approval to add the antenna to the building. Mr. McDonald made the motion to table this issue until the next board meeting and to have an amount they would pay per month to The Towers as well as confirmation that the Town would not charge The Towers for putting up the antenna, Ms. Henriksen second and approved.

Randy Janes presented the Low Income, Tower, & CFP Budgets for the 2014-2015 fiscal year. A brief discussion about 5% wage increases, as well as Mr. Cutshaw being here until the end of December and then Mr. Janes will officially take Executive Director pay on January 1st. WHA will be consolidating the maintenance crew from The Towers and Low Income project and the budgets reflected that change as well in the wages and also lowering the Maintenance Contract amount. WHA is removing all old electrical including lights, baseboard heaters, switches, and outlets and replacing them will energy efficient type for CFP. After all questions were answered Ms. Henriksen made the motion to approve all budgets, and Mr. McDonald second. The motion was unanimously approved.

Mr. Janes presented the new Complaint Policy that has already been approved by the Resident Board. The new policy states that we will no longer accept complaint anomalously and that if someone wants to file a complaint they will have to turn it in with their information stating they are willing to testify in court if necessary. Mr. McDonald made the motion to approve the new policy, Ms. Henriksen second and was approved.

Mr. Janes presented a change to Low Incomes Security Deposit amount. This has already been approved by the Resident Board. Low Income would like for the Security Deposit to be the tenant's first month rent with a minimum of \$100. The deposit would be paid over 3 months. This new amount would change for all future residents and the current tenants would not have to pay more into their Security Deposits. Mr. McDonald made the motion to pass the new Security Deposit, Ms. Henriksen second and the motion passed unanimously.

Mr. Janes presented changes to the Waiting List Policy. This policy has already been approved by the Resident Board. The change would be to remove any applicant that denies a unit based on the unit location immediately. Also an applicant would be removed from the waiting list if they deny 2 units unless they have a pressing matter to why they cannot move at that time. Mr. McDonald made a motion to pass the policy, Ms. Henriksen second and the motion passed.

The board has agreed to meet monthly for a while because of the new Executive Director having so much information for the Board. It was agreed to meet the 3rd Wednesday of every month at 5:30.

Randy Janes read Jerry Cutshaw's letter to the Board.

There being no further business, the meeting was adjourned by Ms. Henriksen and second by Mr. McDonald. The motion to adjourn passed unanimously.

Executive Director Signature

