

**Board Members**  
Hillard Gibbs      Chairman  
Joan Robb          Vice Chairman  
Eugene Cullin  
Patsy Dowling  
Walter Bryson  
Alfred Caldwell

**Area Specialist**  
Lori Mercer

**Executive Director**  
Randolph Janes

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## Waynesville Housing Authority

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### Board Meeting Minutes

Date: January 13, 2016

Members present: Chairman Hillard Gibbs, Commissioner Alfred Caldwell and Commissioner Patsy Dowling

Others Present: Randy Janes and Beth Kahl

The past meeting minutes were sent earlier for the Board Members to review. Ms. Dowling moved the minutes were correct, Mr. Caldwell seconded and the motion passed.

The contract from Marci Thomas was sent to the Board Members earlier for review. Randy stated that he contacted Ms. Thomas at Bruce's recommendation from the audit. It will be a 3 day training and the dates she has available are March 7 thru March 9, March 21 thru March 23, or April 4 thru April 6. We are hoping to go with March 7 to get the training done with, also part of the training is with the Board Members. Ms. Dowling asked if she talked about doing the policies that it seems most important at this time. Randy stated that the contract does have her going through some policies but that we have contacted Nan McKay and Nelrod and are waiting for bids for them to go through out policies. Ms. Dowling stated that the company that she went with just sent you a manual and you filled in the blanks, and we need to comply with the semicircular and the Town. Randy does not know what day the training will be for the board members until he talks with Ms. Thomas again. Ms. Dowling stated that Randy needs to authorize the contract and call the board members to find the best date for the most member, and schedule the date later. Ms. Dowling motions that we move forward with the contract and then make the dates later, Mr. Caldwell seconded.

Randy then stated that the current software is not up to par. Tenmast upgraded last year and now there are glitches and a lot of down time for fixes. So we contacted ICAP and they recommended Bostonpost and Realpage. Bostonpost was the least expensive but realpage offers so much more. Randy wants to recommend going to realpage. The first year is pricey due to training and copyright. Ms. Dowling stated that sometimes you get what you pay for, WHA needs to get a

third quote. WHA does not have to go with the cheapest but need to type up specs and state that bid was chosen by need. Ms. Dowling motioned to approve realpage pending third quote and that this still meets the needs of the housing authority. Mr. Caldwell asked if they will be servicing the equipment. Beth stated that realpage is internet based and therefore we are only getting the program from them. Ms. Dowling stated that the housing authority will have to make the technology compliant with the semicircular standards. Mr. Caldwell seconded the motion.

Randy said now that the floors are being tiled and we are taking up the carpet, the housing authority has looked into floor mats. He has met with Plus Dry cleaners and Cintas about the floor mats. Cintas has floor mats with suction cups on the bottom to prevent moving and folding of the mat which is ADA standard and used in nursing homes, and left samples for the housing authority to see how well they work. Mr. Gibbs asked if we are satisfied with the samples that they left. Randy stated the housing authority is satisfied. Mr. Caldwell made the motions to approve using the Cintas mats and Ms. Dowling seconded.

Randy then gave the board members a list of 4 tenants to write off the books. Ms. Dowling asked if we have a master list. Beth stated that the tenants to into EIV. Ms. Dowling wants a copy of the write off policy before making a motion.

Randy then gave the board members a letter from NCHARRP regarding hover boards stating they would recommend the Housing Authority ban them from the property. Ms. Dowling stated if the insurance company is telling you to do something then you should do it. Mr. Caldwell asked if the housing authority will have to put up signs on the property. Beth said that a letter would be sent to all tenants and would also become part of the lease. The housing authority already has a banned list of people not allowed on the property that is given out at every lease up. Ms. Dowling asked if the housing authority has cameras on the property. There is an internet based system and that cameras have reduced her complaints in half and incidents. Mr. Caldwell said that with technology you can view the cameras from your cell phone now. Ms. Dowling stated that there is training from the Sherriff Department and at Sam's you can get 4 cameras for \$250. Ms. Dowling motioned to ban hover boards from the property, Mr. Caldwell seconded.

Meeting was adjourned.