

KYLE HOUSING AUTHORITY MEETING MINUTES

The Kyle Housing Authority met on February 20, 2020 at the Kyle City Hall with the following Board members present:

Daniel Harper, Chair
Brad Kothmann – excuse absence
Clara Rodriguez – excuse absence
David Salazar

Michele Lopez
Housing staff:
Frank Arredondo

- I. Call Meeting to Order
 1. Roll Call
Chair Daniel Harper called the meeting to order at 6:05 PM. Roll call by Secretary Arredondo. Present were, Daniel Harper, Michelle Lopez and David Salazar. A quorum was present.
- II. The Citizen Comment Period was opened by Chair Harper at 6:06 PM. There being no attendees and no answer for the call, the chair concluded the Comment Period at 6:06 PM.
- III. Approval of Minutes
 2. The Chair call for the approval of the Kyle Housing Authority meeting minutes for December 19, 2019. Commissioner Lopez moved the minutes be approved and Commissioner Salazar provided the second. All in favor, motioned passed.
- IV. Under Consideration and Possible Action, Mr. Arredondo provided the Financials for the Charles Young Housing Complex and the Pete Dressen Housing Complex. A graph and analysis were also shared with the board. There were questions and comments. Mr. Salazar motioned for approval and Commissioner Lopez seconded the motion. With three Aye votes the motion passed.

Presented to the board was an Auditors Engagement Letter for FY 2018 – 2019 which the Board Chair and the Director signed on January 27, 2020. Due to a requirement on sending audit information to REAC by March 31, 2020 I requested this action to give the auditors sufficient time to perform the necessary work.

- V. Pursuant to Chapter 551, Texas Government Code the board convened into Executive Session at 6:20 PM.
The board reconvened at 6:44 in Open Session. The chair stated for record the board had not taken action and no votes were to be taken.
- VI. Under the Director's Report;
The Charles Young Complex had an Occupancy rate of 90% with 2 units under the "make ready status".

The Pete Dressen Housing Complex has an Occupancy rate of 80%. 2 units are ready for occupancy; for which we are now reviewing applications. Of the 4 that are designated

for "make ready status" one unit is temporarily serving as storage for materials, tools and machines.

On August 2019 a Real Estate Assessment Center (REAC) inspection was conducted at Pete Dressen. The Authority has not completed the response or been able to address the cited categories.

Southwest Housing Compliance Corp. performed a Management Occupancy Review (MOR) on October 24, 2019. To date we have not issued a response nor addressed all the items cited.

We continue to have maintenance issues; Due to our aging HVAC systems we continue to have numerous repairs to our units. Water Heaters also are being affected. At this time we do not have a maintenance position filled. We have been using volunteer help and contracting skilled workers (plumbers, HVAC and Electrical). This stance is to deter from paying salary and benefits.

Capital Funds Projects – are funds which can only be used at Charles Young Housing will targeted or Make Ready units and to address exterior repairs such as fascia replacements, exterior doors and door frames along some roofing repairs.

This concludes the Directors Report.

VII. The Chair adjourned the meeting at 7:15 p.m.