

KYLE HOUSING AUTHORITY MEETING MINUTES

The Kyle Housing Authority met on **August 15 2019** at Kyle City Hall with the following Board members present:

Daniel Harper Chair

Michelle Lopez Vice Chair

Brad Kothmann

David Salazar – arrived late

Clara Rodriguez – Excused Absent

Housing Authority Staff:

Frank Arredondo

I. Call Meeting to Order

1. Roll Call

Chair Daniel Harper called the meeting to order at 6:03 PM. Roll Call by Secretary Arredondo found the following present: Michelle Lopez and Brad Kothmann. (David Salazar was on his way) and Clara Rodriguez was absent. A quorum was present

II. Citizen Comment Period with Kyle Housing Authority

The Kyle Housing Authority welcomes comments from Citizens early in the agenda of regular meetings. Those wishing to speak are encouraged to sign in before the meeting begins. Speakers may be provided with an opportunity to speak during this time period on any agenda item or any other matter concerning Housing Authority business, and they must observe the three minute time limit.

Chair Harper opened citizen comments at 6:03 PM. With no citizens present
Chair Harper closed citizen comment at 6:04 PM.

III. Approval Of minutes

2. Approval of the Housing Authority meeting minutes for August 15, 2019

Commissioner Lopez moved to approve the Housing Authority meeting minutes for August 15, 2019; Commissioner Koffmann provided the seconding motion. All three votes were aye; motion carried. 3 – 0.

IV. Consider and Possible Action

3. 2018 HUD Budget Resolution 2019-5

Director explained end of year adjustment to balance the budgets. Chair Harper inquired if the resolutions were to be considered together or separately. Commissioner Lopez recommended they be done separately. Commissioner Lopez moved the resolution be adopted and Commissioner Kothmann provided the second. Motion passed with four Ayes.

4. 2019 HUD Operation Budget – Resolution 2019-6

After discussion on whether the budget was flat on the Low Rent Budget, Commissioner Lopez moved the adoption with Commissioner Kothmann seconding the motion. Motion passed 4 – 0.

5. Write – Off Accounts – Resolution 2019-7
Mr. Arredondo explained whenever tenants left owing rent or damages in which the security deposit was not sufficient to cover the costs we needed to write them off the books. Mr. Arredondo provided a description of the six accounts (5 in the Pete Dressen property and 1 in the Low Rent duplexes). One was evicted, 2 left in the middle of the night the remainder left with balances on their accounts. The total written off was \$7,890.98.
One of the tenants (low rent) left with a refrigerator.
Commissioner Lopez moved the motion and Commissioner Koffmann seconded the motion. Motion passed 4 – 0.

6. Financials
A. Charles Young Housing
B. Pete Dressen Housing
C. Analysis

Mr. Arredondo provided commentary on the financials for both housing programs explaining the unusual number of vacant units for Charles Young Housing was getting qualified Applicants ready to occupy the duplex units. And insufficient time to make ready the units.

Pete Dressen Housing on the other hand was 80% occupied. The six unoccupied are for the following reasons: Three of the vacancies occurred due to eviction, one who fled in the night and one relocating into homeowner housing which is an expectation of our tenants. The remaining two are under” ready status” and will be on the market this month.

V. Executive Session

7. Board went into executive session at 6:06. Board re-convened at 6:36. The Chair announced there had been no votes, no action was taken, therefore no report to make.

VI. Director’s Report

5. Occupancy Report

- A. Director Arredondo informed the board the Charles Young Housing is 90% occupied. One unit is ready for occupancy; we are in the process of going through the “wait list” re-qualifying applicants, waiting for rental and criminal reports and determining if they have sufficient security and utility deposits. The second unit is almost ready; a contractor will be hired to finish the duplex unit.
- B. Pete Dressen Housing is at 80% occupancy. Two units ready to be leased. Four units are on the “make ready” list.
- C. Maintenance Issues
a. Ongoing HVAC issues due aging units
b. Excessive water loss experienced at the Pete Dressen Housing complex

6. Capital Fund Project(s) – Charles Young Housing
A plan has to be developed to use CF funds to be approved by the area HUD office

VII. Adjourn

With no further business to discuss, and no objections to adjourning the meeting, Chair Harper announced the Kyle Housing Authority as adjourned at 7:02 PM.

Daniel Harper, Chair

Minutes

Prepared by:

Frank Arredondo, Executive Director