

Hancock Housing Commission
Meeting Minutes
September 21, 2011

President Ron Antila opened the regular meeting of the Hancock Housing Commission at 4:30

Commissioners Present: Antila, Givens, Haeussler, Johnson
Absent: Dennis

Public Comment: None

A motion was made by Commissioner Johnson to approve the August 31, 2011 meeting minutes. Support was made by Commissioner Haeussler.

Ayes: Antila, Givens, Haeussler, Johnson

No: 0

Motion passed.

A motion was made by Commissioner Haeussler to approve the September 2011 accounts payable. Support was made by Commissioner Johnson.

Ayes: Antila, Givens, Haeussler, Johnson

No: 0

Motion passed

A motion to approve the September 21, 2011 agenda was made by Commissioner Givens. Support was made by Commissioner Johnson.

Ayes: Antila, Givens, Haeussler, Johnson

No: 0

Motion passed.

Old Business:

The punch list of items for Quincy Haven Apartments LDHALP was presented and reviewed by the commission. This will take some time to complete and then a final closing meeting will be scheduled.

A final wrap up for the ribbon cutting ceremony for Quincy Haven Apartments LDHALP was discussed.

State Director for MSHDA Gary Heidel was at Quincy Haven Apartments LDHALP for a visit and tour. His staff of 9 joined him in the community room with QHA residents for coffee and doughnuts.

New Business:

The Quincy Haven Apartments LDHALP "Placed in Service" requested documents were presented along with proposal for services from OHM. This required document needs to be submitted to MSHDA by November 1, 2011 or earlier. These documents will contain all the updated information such as up to date financial information for the project, legal description for the project, land control documentation, current ownership entity information and additional information for the exhibit checklist. This will be a lengthy submission and will take a combined effort from OHM and HHC to complete. Occupancy at QHA is approximately 95% with the last unit being processed.

Commissioner Johnson motioned to consider purchasing the Kubota for QHA with contingency money that has been left over from the construction cost of the project. We need to find out if this is an allowable expense from MSHDA and Gail will contact them to find out. Also we have the option of using Developer Fee dollars to purchase the Kubota as well. The purchase will be made according the timeline for the budget adjustment and the "Placed in Service" documents that will be submitted to MSHDA by November 1, 2011 with all the updated financial information submitted. Support was made by Commissioner Haeussler.

Ayes: Antila, Givens, Haeussler, Johnson

No: 0

Motion passed.

Maintenance Report:

Our annual servicing and inspection service for our generators was conducted by Total Energy Systems of Green Bay. We received an excellent report from TES on all diagnostic systems, normal maintenance services were conducted and a remote generator enunciator was installed in Rick's office so he can monitor the interactions of all generator systems in the 3 buildings. We recently purchased a new commercial carpet steamer for our maintenance department. The old one was 16 years old and was no longer repairable. We care getting acclimated to the new maintenance routine at QHA. Dan Kolka is the routine maintenance employee at QHA and has established a day to day maintenance plan.

Directors Report:

Section 8 Rental Assistance program has 35 vouchers issued and there are 4 vacancies at Lakeview Manor. 2 are currently under rehab and the other 2 are ready to occupy by new residents by October 1, 2011.

The HHC 2010 financial audit was conducted on 9.20.2011 with Anderson Tackman Inc. The audit financial submission needs to be submitted to REAC by 9.30.2011

We plan moving our Administrative offices to the west wing of Lakeview Manor the week of October 10th, 2011.

Next meeting is **scheduled for October 19, 2011** at 4:30.

Commissioner Antila made a motion to adjourn the meeting at 5:38 pm. Support was made by Commissioner Haeussler.

Ayes: Antila, Givens, Haeussler, Johnson,

No: 0

Meeting adjourned.

Secretary – Gail Ross

President - Ron Antila