

GARNETT HOUSING AUTHORITY

January 9, 2017

Members present: Steve Spring, Reed Richardson, Butch Rocker, Betts Abraham and Susan Stanton. Also attending were Joyce Martin, City Manager and Karlyn Hulett, Housing Director.

Minutes of the previous meeting were read and approved by the board.

Karlyn gave the following report:

- Re-evaluations for Parkside Place 2 will be done beginning January 11.
- A special claims for apartment 311 in the amount of \$877 was approved.
- The two computers we have are not communicating with each other after some updates were made to them. Dell was contacted but were unable to help. They said it was a Microsoft issue. Adam Caylor is coming on the 11th to fix the issue.
- Terminology needs to be changed in the lease agreement. The term security deposit needs to be changed to security/cleaning deposit. We have tenants who have moved from all three areas who left their apartment very dirty. Several had not cleaned them in years. Maintenance has to spend a long time cleaning up apartments to make them ready to move in.

Butch made a motion to change the terminology in the lease agreement from security deposit to security/cleaning deposit. Reed seconded his motion. The board approved his motion.

The board went into executive session at 7:15.

The board reconvened at 7:25.

Betts moved to pay the bills. Reed seconded. The board approved.

Joyce presented the financial report.

Meeting adjourned at 7:35.

Recorded by Susan Stanton, Secretary

GARNETT HOUSING AUTHORITY

December 12, 2016

Members present: Steve Spring, Betts Abraham, Susan Stanton and Butch Rocker. Also attending were Joyce Martin, City Manager and Karlyn Hulett, Housing Director. Reed Richardson was absent.

Minutes of the previous meeting were read and approved by the board.

Karlyn gave the following report:

- The front loading washer was ordered and installed for Parkside 1. This was a handicapped accessibility request.
- The AC/Heating unit for Parkside 2 unit 311 was replaced.
- Need to discuss late rent fees for Park Plaza North.
- The annual re-certifications have begun for Parkside 2. Interviews will begin in January.
- Annual auditor reports have begun.
- It is time for staff evaluations. The commissioners have approved merit raises up to 2% for this year. Need to know what the housing boards feels about raises.

Betts made a motion to charge \$5 per day for late rent payments. Susan seconded her motion. It was approved by the board.

The board went into executive session at 7:15.

The board reconvened at 7:25.

Betts moved to pay the bills. Susan seconded. The board approved.

Joyce presented the financial report.

Meeting adjourned at 7:35.

Recorded by Susan Stanton, Secretary