

GARNETT HOUSING AUTHORITY

Garnett Housing Authority Board Meeting April 10, 2023, Garnett Housing Office @ 7pm.

Board members present: Steve Spring, Butch Rocker, Mike Burns, Casey Smith, Karlyn Hulett, Housing Director, also attended the meeting.

Absent: Betts Abraham

Minutes of the March 13, 2023 Butch motioned to approve the minutes as written, Casey 2nd the approval. All approved

Bill were reviewed: Butch motioned to approve the bills, Casey and Mike 2nd

Guests were Gary and Kathy Rommelfanger from PPN. They presented a change to their apartment they would like to make and agreed they will be responsible for the maintenance and repairs as well as the item will be left in the apartment upon their departure. The board agreed to allow this change with the stipulation that a few days prior to the change Gary will contact the Housing office to let them know.

Karlyn Hulett gave the following report:

Satisfaction Survey: Casey presented a list of sample questions that may help with a satisfaction survey. Stated he would also email them to the board members so the questions can be altered to fit the needs of the property. Feedback will be good and give us some ideas of areas that need improvement. We will revisit the survey next month as well to review the questions

Karlyn reported that there is one tenant who is interested in a garden and wanted to know the boards thoughts on getting the spot tilled. It was decided to follow what has been done in the past and have Robert Steele till the spot if he is available. Karlyn will contact him.

Parkside Place I re-evaluations are in the process. We have to have them completed by the end of April.

Parkside Place I had to have a full HVAC unit replaced as the ac unit was leaking Freon and the unit was almost 45 years old.

Karlyn talked about the online training she and Angela attended regarding fair housing and that they will be attending another one about Tenant Selection plans and marketing. Karlyn explained with the Tenant Selection plan is and how it is required by HUD for Parkside Place I & II.

All lights in the public areas have been changed out to LED and just in Parkside Place II it has already saved approximately \$200 in one month on the electric bill. Mike questioned how much

it cost to purchase all the bulbs and was informed and how that bill was for all 3 areas. So it will save a lot more in the long run.

Discussion of doing background checks on potential PPN tenants was discussed. Which lead to the discussion of having an application fee going forward with new applicants. Casey proposed a \$100 application fee of which 30 will be used for the background check and the 70 will be credited back to the tenant on their first month's rent. As well as after declining an apartment 2 times within a 12 moth time frame the potential tenant would have to reapply and pay the \$100 application fee again. This will be only applied to new applications effective 3/12/23 and forward. Mike 2nd this motion all approved.

Board went into Executive Session for tenant discussion @ 7:32pm for 40 minutes.

The board reconvened at 8:10pm.

Waiting list was reviewed

Financials were reviewed and questions answered Mike would like to see the following on the financials going forward: Month of the financials, presented in the current month with date.

Casey asked if there was an administrative assistant who would be able to come and take the minutes for the meetings. Mike who is the acting secretary feels it is difficult to stay actively engaged and take minutes and would like help with this if possible. Karlyn will ask Angela if she is willing to do this.

Casey motioned to adjourn the meeting Butch 2nd

Meeting adjourned at 8:30pm

Minutes recorded by Karlyn Hulett Executive Director Garnett Housing Authority