

**JOINT MEETING OF THE HOT SPRINGS AND FALL RIVER
HOUSING COMMISSIONS
Wednesday, September 20, 2017**

CALL TO ORDER

Chairman Mark Crossman called the meeting to order at 1:30 PM.

ROLL CALL

Members answering roll call were Linda Cobb, Mark Crossman, Connie Gerard, and Mike McNeill. Terry Slagel and Jim Stevens absent and excused.

OTHERS PRESENT

Greg Foust and Caroline Standen.

AGENDA

The agenda stands approved as written.

SECRETARY'S REPORT

Linda moved to accept the minutes from the June 21, 2017 Joint Housing Commission meeting. Mike seconded the motion. No discussion. Unanimous.

FINANCIAL REPORT

Linda moved to approve the financial reports from June, July and August 2017. Connie seconded the motion. No discussion. Unanimous.

COMMUNICATIONS:

None

EXECUTIVE DIRECTOR'S REPORT

Occupancy Report: All commissioners received a copy of the occupancy report. Since the last report, there have been thirteen (13) move-outs and eleven (11) move-ins. Currently, there are two (2) notices of intent to vacate, one of which is a lease termination. During this same period, there have been seven (7) move-outs and five (5) move-ins at the Evans. There are seventeen (17) vacant units at the Evans, with several solid applications pending. Hillcrest has had one (1) move-in with one (1) move-out scheduled at the end of this month.

Hillcrest Open House: An open house at Hillcrest has tentatively been scheduled for Sunday, October 8, 2017, from 2 PM to 4 PM. This will be held in conjunction with the Edgemont Senior Center. Greg reported that he will be meeting with the new editor of the Edgemont Herald Tribune on September 21 regarding an article and changes in the weekly advertisement, supportive of emphasis on the lack of a waiting list and eligibility limited to over 62 years of age and/or disability.

Capital Funds Program 2017: Greg reported that our 2017 Capital Funds in the amount of \$91,008 have been credited to our account. Greg has allocated those funds to building improvements, site improvements and administration. His hope is to use some of the site improvements funds to address the need for a smoke free campus. All of 2015 Capital funds have been expended and there is a small balance remaining in the 2016 funds.

SDHDA Management Operating Review: The MOR was completed by Kevin Merrill on August 28 and 29. The final report has not been received but Greg stated that there appeared to be fewer issues than in the past.

SDHDA Site Inspection: Kelly Kruse recently completed the Evans site inspection on September 6. She noted two major concerns, including removal of the pull cord system in the apartments and the need for corrective tuck-pointing on the retaining wall along the River Street sidewalk the north end of the Annex to National Avenue. Greg stated he had understood from previous site inspections that the pull cord system could be removed, which has been done for much of the past year; however, Kelly provided a written memo from HUD HQ to all HUD Field Offices that these systems could not be removed. Greg has directed maintenance to begin reinstalling what had been removed. The tuck-pointing issue may have resulted from drainage problems. Kelly suggested a terraced-level system be built with vegetation on each level. This concept may need to be approved the State Historical Preservation group. During a conference call with Tasha Jones and Kevin Merrill, Greg learned of surplus bond funds that may be available for this project; such funds would need to be used by the end of 2018, but Greg would like to have these repairs done by spring of 2018.

OLD BUSINESS

Fair Housing Compliance Review: Nothing new to report.

Purchase Agreement Update: Greg summarized for the commissioners that Amendment Three of the Purchase Sales Agreement was approved at the June 21, 2017 meeting. This amendment extended the purchase deadline to March 31, 2018, with a purchase price of \$112,500. The \$25,000 non-refundable part has been deposited into our account, with a balance of \$87,500 due at closing.

CCI has re-started the required inspections needed for purchasing. The second due diligence inspection was completed on September 7, 2017 and an asbestos study was completed on September 18, 2017. Greg was present at these inspections. The third title commitment inspection is scheduled for September 28, 2017.

There is an occupancy level requirement for a new FHA loan, which is what CCI is pursuing. That requirement is for at least 85% occupancy for six (6) months prior and through closing. This will require that seventy-two (72) of the units be occupied by October 1, 2017, through closing. Including the two (2) most recent move-ins and the three (3) pending move-ins by the end of September, this number should be reached. Valorie has been working very hard to accomplish this goal.

CCI has offered help from one of their Occupancy Specialists to assist with marketing and processing applications to reach and maintain the 85% occupancy rate. Greg shared some concerns regarding CCI's occupancy requirements pertaining to rental history and criminal background checks as compared to ours. The commissioners

suggested that Greg discuss with CCI what type of assistance is being offered and the levels of their admission criteria.

NEW BUSINESS

There was no new business.

ADJOURNMENT

The next commission meeting is scheduled for Wednesday, October 18, 2017, at 1:30 pm. The meeting adjourned at 2:35 PM.

Chairman

Date

Executive Director

Date