

PROPOSED



Frisco Housing Authority

Frisco Housing Authority Minutes

Board Meeting

December 12, 2012

6:30 Executive Conference Room

6101 Frisco Square Blvd.

Frisco, Texas 750343

Call to Order

Meeting was called to order at 6:32 PM by Fred Lusk

Present were Commissioners - Charles Yarbough, Fred Lusk, Paul Boyd, Robert Uhls, Marie Walters

Staff- Susan Kaeufer Sal Storaci

Guests- Sara Kimmich, Former Commissioner

Jenny Page, City of Frisco

Bertha Williams and Marlene Brown, Residents

Consider and Act on the approval of the June 2012 Minutes

Minutes from the June 2012 meeting had been read from the emails. A motion to approve the minutes was made by Charles and 2nd by Robert. Motion was approved unanimously.

Welcome New Board Member Dr. Marie Walters

Dr. Walters was greeted, introduced and welcomed to the Frisco Housing Authority Board of Commissioners

Recognitions of Sara Kimmich for her years of service to the Frisco Housing Authority

Sara Kimmich has been on the Board for 11 years and her years of service to the Board, the Residents, and the City of Frisco has been great and much appreciated. Sara was presented with flowers and a bracelet symbolizing her gift of Hope and Dreams to the residents of Frisco Villa and her community. Thank you Sara.

Election of New Board Officers and Determine New Signors on the Bank Accounts

There was discussion of the need for new officers and signers on the bank accounts due to the new members of the board. Fred Lusk was nominated to be Chairman by Paul with Marie seconding the nomination. Motion was approved unanimously. Charles was nominated to be Vice Chair by Paulo and 2nd by Robert. Motion was approved unanimously. Discussion of the new signer on banking included the ability to be available for signatures when needed. It was decided that, in addition to Fred Lusk and Sue Kaeufer, Marie Walters would be added as the third signature. Arrangements will be made with the bank to update the records and signatures.

Discuss Communication from City Secretary

After reviewing the Communication regarding the posting of meetings, it was agreed to send the notice of meetings to Jenny for posting on the City Website and the board outside of City Hall and send the Proposed Minutes and Final Minutes for posting also. We will also continue to post on site as required. Items regarding the Environmental and plans were discussed but were not conclusive since Jenny was not sure of the issues. Environmental needs for this year have been completed and funds have already been released (November 5th) so there are no issues on our side or with HUD Fort Worth staff that we are aware.

Review Maintenance Plan for 2013

The on call fees of \$175.00 a week paid to Danny Carroll for answering emergency calls was terminated the end of November and Danny decided that he did not wish to do regular or emergency calls without the on call fee. Our parting was congenial and Danny's years of service are appreciated. Sal has stepped in and is handling the maintenance, the emergency calls and make readies. A letter was given to the residents outlining the changes and who to call in an emergency (the answering service set up for this purpose). Also this letter requires residents to report service requests to the office by phone, email or note. The board suggested this letter be sent by mail to the residents also. These changes in the way emergencies are reported will result in a savings of \$655.00 a month.

Review Revised 2012 Budget and vote on proposed

Resolution 12-12-1

After Discussion of amended Budget for 2012 Paul moved that Resolution 12-12-1 be approved and Robert 2nd the motion. The vote to approve was unanimous and the resolution was approved.

Review 2013 Budget and vote on proposed

Resolution 12-12-2

After Discussion of the Budget for 2013 Robert moved that Resolution 12-12-2 be approved and Paul 2nd the motion. The vote to approve was unanimous and the resolution was approved.

Discuss City Multifamily Inspection on 11/14/2012

Discussed the latest Multi Family City Inspection and how we make corrections and communicate with the inspector

Discuss Delinquency/Eviction Procedures for Habitually Late Paying Residents

Discussed delinquency and how it effects our funding with HUD and that for residents late over 10% of the time are now being given eviction notices earlier in order to speed eviction of nonpaying residents

Discuss and Approve Year End 2012 Delinquency Write Offs

Requested approval of the write off of \$300.00 in delinquent rent for the skip in 410

Robert proposed approval of the write off and Paul 2nd it. Motion was approved unanimously.

Discuss and invite board to Community Preston Trails Holiday Party

Executive Director explained the ongoing efforts of Preston Trails Community Church to help our residents and invited the board to attend the party. Also notice of the service of The Word to the community was discussed and notices of both given to the board.

Administrative Update

No additional items discussed

Citizen Input

Bertha Williams a resident in 222 spoke and said that she was happy with her unit and the staff of the Frisco Housing Authority. She also offered to help us in any way she can.

Adjourn

A motion was made to adjourn by Paul and 2nd by Charles. Meeting was adjourned at 7:18PM.

Please note these are preliminary results and are not official until approved at the next scheduled meeting. Approved/signed minutes are available at www.friscotexas.gov/docs

Approved: _____ Fred Lusk, Chairman

Date: _____

Witness: _____ Susan Kaeufer, Executive Director

Date: _____