



FriscO Housing Authority

FriscO Housing Authority

Minutes

Board Meeting

November 13, 2017

Wednesday 5:00 PM

FriscO City Hall- City Room

6101 FriscO Square

FriscO, Texas 75034

Call to Order

Meeting was called to order at 5:04 PM by Fred Lusk. Charles and Lee were sworn in before the meeting by the City Secretary staff. Fred had been sworn in earlier.

Present were Commissioners - Fred Lusk, Robert Uhls, Marie Walters,

Lee Myrben, Charles Yarbrough

Staff- Susan Kaeufer, Sal Storaci

Guest- Jenny Hundt, City of FriscO

1. Welcome Returning Members Fred Lusk. Charles Yarbrough and Lee Mybren

Fred welcomed returning board members for another term. **2. Consider and act on**

the approval of the December 2016 Minutes

The Minutes from the December 2016 meeting were read by email before the meeting. A motion to approve the minutes was made by Marie and 2nd by Robert. Motion was approved unanimously.

3. Election of New Board Officers and determine signers on Bank Accounts

The election of new officers was discussed and a motion was made by Lee to nominate Fred for Head Commissioner and seconded by Robert. The vote was unanimous to keep Fred as Head Commissioner. Robert nominated Marie for Vice Commissioner and Lee seconded the motion. Motion was approved unanimously. Fred will remain Chairman/Head Commissioner and Marie will

remain Vice Chairman/Vice Commissioner. It was decided that signers on the bank account would

not be changed. Signers on the accounts will remain- Susan Kaeufer, Fred Lusk and Marie Walters.

4. Discuss work done this year: Roofs, Windows, Paint, Sheetrock repairs

Slides of the work done in the last year were shown and explained.

Discussion of checking the foundations was brought up by Lee. Jenny Hundt mentioned that that could be a possible use of CDBG funds in another fiscal year after the plumbing work was completed.

5. Review Revised 2017 Budget and vote on Proposed Resolution 2017-11-1

After discussion of the revised Budget for 2017, Charles moved that Resolution 2017-11-1 be approved and Robert 2nd the motion. The vote to approve was unanimous and the resolution was approved.

6. Review Proposed 2018 Budget and vote on Proposed Resolution 2017-11-2

After discussion of the proposed Budget for 2018, Robert moved that Resolution 2017-11-2 be approved and Marie 2nd the motion. The vote to approve was unanimous and the resolution was approved.

7. Discuss and Approve Year End 2017 write offs

A motion to approve the Yearend write off for B. Gallardo for \$544.00 of rent was made by Charles and 2nd by Lee. Motion was approved.

8. Approve new Flat Rents and Utility Allowances Resolution 2017-11-3

After discussion of the change in the Flat Rents for 2018 to comply with the HUD rents for 2018, Robert moved that Resolution 2017-11-3 be approved and Charles 2nd the motion. The vote to approve was unanimous and the resolution was approved.

9. Discuss new VAWA Violence Against Women Act Policy

Approve policy and vote on Proposed Resolution 2017-11-4

The new Violence Against Woman Policy mandated by HUD was discussed. A motion was made

to approve the policy by Charles, 2nd by Robert. The vote to approve was unanimous and the resolution was approved.

10. Discuss new No Smoking Policy required by HUD

Approve policy and vote on Proposed Resolution 2017-11-5

The new NO Smoking Policy mandated by HUD was discussed. Discussion of accommodations for disabilities was made and will be researched further since HUD has not made a definite ruling

on this. A motion was made to approve the policy by Lee, 2nd by Marie. Robert abstained from voting. The vote to approve was 4 to approve and one abstention. The resolution was approved.

11. Discuss new Smoke Detector Policy

Approve policy and vote on Proposed Resolution 2017-11-6

The new Smoke Detector Policy was discussed. This policy reinforces the responsibility of maintaining the smoke alarm in working condition by not removing it and replacing the batteries on the resident. A motion was made to approve the policy by Marie 2nd by Robert.

The vote to approve was unanimous and the resolution was approved.

12. Discuss CDBG funds from City of Frisco being used to upgrade plumbing

The work being started on the exterior plumbing with grant funds from CDBG was discussed. This will greatly benefit the Frisco Housing Authority and is much appreciated. Further work is expected to be bid and contracted for the replacement of the interior bathrooms and plumbing later.

Administrative Update

Items discussed in the update were as followed-

The recent City Inspection done was discussed.

Opening the waiting list was discussed. We will open the waiting list sometime soon. Preferences will not be changed.

The ongoing AFFH study was discussed as well as a date for the joint open meeting which will be scheduled to report the findings of the study. A tentative meeting date will be 2/7/2017 2017. That date has been proposed and sent to the staff at UTA per Jenny. This date will coincide with a meeting of the Social Services and Housing Board. We have paid \$1008.00 for our portion of the study but due to changes in the requirements there will be an additional portion to be paid later. The amount is unknown at this time but will not be large.

We discussed of the problem of getting information in a timely manner from the residents for recertification purposes and updating files. Also, about the disregard of late rent policies in the lease agreement. The board strongly admonished the executive director to uphold these procedures and evict residents who do not follow them.

Adjourn

A motion was made to adjourn by Robert 2nd by Charles. Motion was approved. unanimously. Meeting was adjourned at 6:16 PM.

Fred Lusk, Chairman
December 5, 2018

Susan Kaeufer, Executive Director
December 5, 2018