

## Minutes of the Ypsilanti Housing Commission

Thursday, July 28, 2016 – 6:00 p.m.

601 Armstrong Dr., Ypsilanti, MI 48197

Meeting called to order at 6:07pm by Commissioner Smith.

### ROLL CALL:

- Commissioner Boone Absent
- Commissioner Brannon Present
- Commissioner Hollifield Absent
- Commissioner Moore Present
- Commissioner Smith Present
- Executive Director Z. Fosler Present

**APPROVAL OF AGENDA:** R. Smith asked if there were any changes to be made to the agenda. A. Moore moved to approve the agenda as written, second by V. Brannon.

**Motion passed 3-0**

**APPROVAL OF MINUTES:** R. Smith asked if there were any changes to be made to the meeting minutes of the June 30, 2016 regular meeting or the July 12, 2016 special meeting. A. Moore moved to approve the minutes as presented, second by V. Brannon.

**Motion passed 3-0**

**AUDIENCE PARTICIPATION:** None.

**CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS:** None present.

**ELECTION OF OFFICERS:** R. Smith made a motion to table the annual election due to two Board members being absent, second by A. Moore.

**Motion passed 3-0**

**RESIDENT COUNCIL REPORT:** Z. Fosler reported that T. Boone is organizing a tenants meeting for August 4<sup>th</sup> at the Sauk Trail Pointe community building.

**OLD BUSINESS:** None.

### NEW BUSINESS:

- **Discussion of YHC Regular Meeting Schedule:** A. Moore suggested that the Board meet on Mondays or Wednesdays instead of Thursdays. R. Smith made a motion to table this discussion until the next meeting due to Board members being absent, second by A. Moore.

**Motion passed 3-0**

### MONTHLY REPORTS:

- **Regulatory, Oversight, and Legal Actions:** None.
- **RAD Construction Update:** Z. Fosler reported that several Parkridge buildings have been demolished. There are approximately twenty-five families still residing at the site and he is not aware of any complaints from residents regarding construction so far. Construction at Hollow Creek, Sauk Trail Pointe, and Towner is nearing completion. A. Moore asked if the space constraint issues within certain units have been resolved. Z. Fosler reported that the rear doors of these units will be removed and converted to wall space, and the existing windows will be replaced with windows that meet safe egress requirements. A. Moore also asked whether the issue regarding responsiveness by the general contractor to warranty-related service requests has been resolved. Z. Fosler reported that Rohde is addressing these issues. V. Brannon asked about the status of implementing security patrols around units. Z. Fosler shared that he had begun discussions with KMG on the matter and will follow up

with the regional manager on getting the patrols in place. A. Moore asked if there have been any issues with crime so far this summer. Z. Fosler reported that there have been a few. He also noted that the recent installation of security cameras should help to track and deter crime around units.

- **Financial Reports:** Z. Fosler and the Board reviewed and discussed the financial reports. V. Brannon asked why there is a large variance for Parkridge rent for May. Z. Fosler explained that the variance is due to a delay of a draw for that month. R. Smith thanked Z. Fosler for getting the financials sent out early, as discussed at the last meeting.
- **Hamilton Crossing:** Z. Fosler provided an update on Hamilton Crossing. V. Brannon asked what the current vacancy rate for Hamilton Crossing is. She also asked if the current vacancy rate is a concern. Z. Fosler replied that vacancy rates have not been raised as a concern and he will inquire as to the current vacancy rate.

**DIRECTOR’S REPORT:**

- **Change in fiscal year:** Z. Fosler is working on changing the end of the fiscal year from June to December. He explained that all YHC properties are on a December year end after the conversion to RAD and it doesn’t make sense to have a June year end. The YHC is past the typical HUD deadline to request this change for 12/31/2016, so he will be requesting a waiver of the HUD guidelines.
- **New Parkridge Groundbreaking Event:** The event is scheduled to take place on August 3<sup>rd</sup>. There will be many notable speakers in attendance.
- **NAHRO Conference:** Z. Fosler attended the Summer NAHRO Conference in Portland. He spoke with someone from the VA about the potential for partnering on the development of a housing project for veterans. R. Smith stated that youth aging out of foster care is another vulnerable population in need of housing. She also remarked that there are many underutilized buildings in downtown Ypsilanti.
- **Board Retreat:** A. Moore suggested that the YHC hold a strategy meeting in September.

**COMMISSIONER COMMENTS:**

- Commissioner Brannon: She suggested taking a walk around the properties and speaking with residents before the Board retreat.
- Commissioner Moore: She said we had a great meeting and she is glad that Tarah is on board.
- Commissioner Smith: She said we had a good meeting and good things are happening.

**ADJOURN:** V. Brannon moved to adjourn, second by A. Moore. **Passed 3-0. Meeting adjourned at 6:54pm.**

**THEREFORE, BE IT RESOLVED:**

The Ypsilanti Housing Commission and its Board of Commissioners, of the City of Ypsilanti, Michigan, hereby authorize the Executive Director to sign the approved Board of Commissioners minutes of July 28, 2016.

	YEAS	NAYS	ABSENT
Commissioner Smith	_____	_____	_____
Commissioner Moore	_____	_____	_____
Commissioner Boone	_____	_____	_____
Commissioner Brannon	_____	_____	_____
Commissioner Hollifield	_____	_____	_____

---

Zachary D. Fosler, Executive Director