

Minutes of the Ypsilanti Housing Commission

Tuesday, April 11th, 2023 – 6:00 p.m.

New Parkridge, 831 Hilyard Robinson Way

Meeting called to order at 6:02 p.m. by Commissioner R. Smith.

ROLL CALL:

- Commissioner Brown Absent
- Commissioner Palmer Present
- Commissioner Simmons Present
- Commissioner R. Smith Present
- Commissioner Williams Present

Others Present

- Z. Fosler, YHC
- D. Webster, YHC
- L. League, KMG

APPROVAL OF AGENDA: R. Smith asked if there were any changes to be made to the agenda. T. Palmer moved to approve the agenda, second by M. Simmons. **Motion passed, 4-0.**

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the minutes from March 14th, 2023. L. Williams moved to approve the Minutes second by M. Simmons. **Motion passed, 4-0.**

AUDIENCE PARTICIPATION: None.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None.

PROPERTY MANAGEMENT UPDATE:

L. League stated that progress has been made regarding staffing, and with Z. Fosler's approval, the staff restructuring should be 100 percent complete by month's end. The new staff restructuring will come with challenges, but she is excited to move forward with the restructuring. She plans on having a staff meeting and inviting Z. Fosler to explain role changes and team expectations moving forward.

All sites have an occupancy rate of 90 percent or better. L. League plans on speaking with various contractors about assisting maintenance with turning units. Every vacant unit has an applicant attached to it, so filling the newly turned units will not be an issue.

L. League is working with property management to address the aged payables at New Parkridge and Strong. She would like to establish relationships between property management and vendors while addressing the payables.

A reserve draw was recently completed at Hamilton Crossing Phase II to knock down the balance of the aged payables. They also completed a reserve draw at New Parkridge and are currently working on submitting a reserve withdrawal request for Strong Future. L. Williams asked about the status of getting the vacant units turned and getting the vendors aged payables back on track. L. League responded that property management is on track to have the units turned and stated that it would take time to pay off the aged payables completely. Reserve draws are only able to cover a portion of the outstanding balances. Property management will work on reducing expenses across the sites.

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Z. Fosler stated that he is excited about the maintenance team and stated that one of the new hires recently completed their HVAC certification. Z. Fosler expects this will reduce expenses for replacing water heaters by performing the work in-house instead of via a contractor. Z. Fosler stated that another goal of the restructuring is to allow the maintenance team to focus on preventative maintenance and long-term maintenance planning. Z. Fosler stated that he is really excited about the restructuring.

L. Williams asked if any of the staff restructurings will impact residents who are currently in the recertification process. L. League responded that the transition should not have any impact on recertifications.

M. Simmons asked for clarification on the reserves pulls and what it's being used for. L. League explained that there is a replacement reserve and an operating reserve. The properties can use replacement reserves to reimburse the sites for replacing capital items. The operating reserve is used to pay outstanding balances, to pay vendors, and to help have units turned. M. Simmons asked L. League for an approximate date for when the vacant units will be turned. L. League stated that Hamilton and Strong would be completely occupied by month's end. M. Simmons thanked L. League for all the progress that has been made.

L. League stated that there had been a few reports of windows being damaged by BB guns. Property management is working to identify the culprit and is cooperating with law enforcement.

Z. Fosler stated that he would like property management to enforce the parking policies. L. League stated that she would follow up with Z. Fosler about parking enforcement.

OLD BUSINESS: None

NEW BUSINESS:

- Legislative Conference Debrief
 - **L. Williams** moved to table the Legislative Conference Debrief, **second by M. Simmons**, motion **passed 4-0**.

MONTHLY REPORTS:

- **Regulatory, Oversight, & Legal Actions:** None
- **Development Update:** None
- **Facilities & Security Update:** Z. Fosler stated that we covered security concerns in the property management update.
- **Finance Reports:** Discussed during property management update.

DIRECTOR'S REPORT:

- **NAHRO Conferences:** Z. Fosler stated that he is looking forward to the NCRC and MI NAHRO conferences. He plans on setting time aside at the conference to speak with leadership about having so many conferences back-to-back and the challenges that come along with it.
- **Resident Council:** D. Webster stated that Strong Future has started accepting nominations for the Strong Future resident council.

COMMISSIONER COMMENTS:

- **Commissioner Palmer:** None

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- **Commissioner Simmons:** None
- **Commissioner Smith:** None
- **Commissioner Williams:** None

ADJOURN: T. Palmer moved to adjourn, second by M. Simmons. **Passed 4-0. Meeting adjourned at 6:53 p.m.**

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 **April 11th, 2023.**

	YEAS	NAYS	ABSENT
Commissioner Brown	_____	_____	_____
Commissioner Palmer	_____	_____	_____
Commissioner R. Smith	_____	_____	_____
Commissioner Simmons	_____	_____	_____
Commissioner Williams	_____	_____	_____

Zachary D. Fosler, Executive Director & CEO