

## Agenda - With Actions Taken

### Board of Directors Meeting Douglas Housing Corporations I and II

**Tuesday, July 19, 2011 at 12:00 p.m.**

City of Douglas Executive Room  
425 10<sup>th</sup> Street  
Douglas, AZ 85607

**I. Call to Order.**  
12:00 p.m.

**II. Roll Call**

Board Members Present: Gary Clark, Rosa Vertrees, Carol Melis, Rosalinda Gomez (via teleconference)

Board Members Absent: Charles Ebner

City of Douglas Staff present: City Attorney, Juan Flores; Finance Director, Jorge Treviño; NHG Director, Christina Gomez; Rehab Specialist, Humberto Rivera; Maintenance Technician, Frank Piñon.

Guests Present: Harley Aldrich and Alex Trejo - Su Casa Builders, Inc.

**VI. Discussion/Decision**

a) Resignations & Appointments

Acting Board Chair/President Gary Clark took this item out of sequential order and moved it to act on before item III.

Motion was made by Gary Clark, seconded by Rosa Vertrees, to consider the absence of Charles Ebner at the meetings and his lack of response to a letter mailed to him, as his resignation from the Board and request that Mayor and Council accept the resignation and replace him at the next meeting. Motion passed unanimously.

Motion was made by Rosa Vertrees, seconded by Gary Clark, to accept the appointment of Carol Melis to the DHC I/II. Motion passed unanimously. Board next directed their attention to item III.

**III. Approval of Minutes – July 1, 2011**

Motion by Gary Clark, second by Rosa Vertrees to accept the minutes as presented. Motion passed unanimously.

**IV. Management Report**

Christina Gomez reported that Property Manager Angelica Villareal had resigned effective July 15, 2011.

**V. Maintenance Report**

Maintenance Technician, Frank Piñon reported on vacant units, quotes received for bathtub replacements and AC unit replacement for laundry room at Pioneer Village.

**VI. Discussion/Decision**

b) Roofing Contract – Casas de Esperanza

Motion was made by Rosa Vertrees, seconded by Carol Melis, to accept the contract from Su Casas Builders. Motion was amended to include a liquidated damages clause of \$50.00 per day for every day the contractor exceeds the 35 working days given for completion, and to authorize management to issue a Notice to Proceed. Motion(s) passed unanimously.

Mr. Clark stated he was happy that 75% of the workers will be hired locally and all materials will be purchased locally.

c) Selection of Auditor for FY 2010-2011

Motion was made by Rosa Vertrees, seconded by Carol Melis, to accept the quote submitted by Wes Addison as the most responsive. Motion passed unanimously.

d) Election of Officers

Officers were elected tentatively, pending the official Mayor and Council acceptance/approval of resignation/removal of Charles Ebner from the Board, and subsequent appointment of vacant seat.

Motion was made by Rosa Vertrees, seconded by Carol Melis, to nominate Gary Clark as President of the Board. Mr. Clark accepted the nomination. Motion passed unanimously.

Motion was made by Rosa Vertrees, seconded by Gary Clark, to nominate Carol Melis as Secretary. Ms. Melis accepted the nomination. Motion passed unanimously.

**VII. Next Meeting** – September 8, 2011 at 12:00 p.m.

**VIII. Adjournment.**

Motion by Carol Melis, second by Rosa Vertrees. Motion passed unanimously. Meeting adjourned at 1:30 p.m.