

## AGENDA WITH ACTIONS TAKEN

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

**Tuesday, October 7, 2014 at 12:00 p.m.**

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

**I. Call to Order**

Meeting was called to order by Board President Gary Clark at 12:04 p.m.

**II. Roll Call**

Board Members present included: Gary Clark, Irene Garcia, Angelica Garcia and Ray Anthony Novoa, Jr. Absent was Board Member Rosa Vertrees.

City Staff Members present: Xenia Gonzalez, Housing Manager, Michael Moulinet, Housing Specialist for Property Management, Carlos De La Torre, City Manager, Juan Pablo Flores, City Attorney and, Wes Addison of C. Wesley Addison, PC, accounting firm servicing the Douglas Housing Corporations I & II.

**III. Approval of Minutes – July 7, 2014**

Minutes from the July 7, 2014 meeting were reviewed and considered. Motion to approve minutes as presented made by Irene Garcia and seconded by Gary Clark. Motion to approve minutes passed unanimously.

**IV. Resignations/Appointments and possible Discussion/Decision on:**

- a) Discussion/Decision item to entertain and accept and pending resignations.  
**No action taken/Membership is currently stable.**

**V. Discussion/Decision**

- a) Discussion/Decision - to approve the Drafted FY 2013-2014 Fiscal Year Financial Statement and Supplementary Information (Audit) for Douglas Housing Corporation I.  
**Motion to approve the Drafted 2013-2014 Fiscal Year Financial Statement and Supplementary Information (Audit) for Douglas Housing Corporation I made by Irene Garcia and seconded by Gary Clark. Motion to approve item as presented passed unanimously.**

- b) Discussion/Decision - to approve the Drafted FY 2013-2014 Fiscal Year Financial Statement and Supplementary Information (Audit) for Douglas Housing Corporation II.  
**Motion to approve the Drafted 2013-2014 Fiscal Year Financial Statement and Supplementary Information (Audit) for Douglas Housing Corporation II made by Irene Garcia and seconded by Gary Clark. Motion to approve item as presented passed unanimously.**
- c) Discussion/Decision - to approve the Proposed FY 2013-2014 Financial Statement Representation Letter for Douglas Housing Corporation I.  
**Motion to approve the proposed 2013-2014 Fiscal Year Financial Statement Representation Letter for Douglas Housing Corporation I made by Irene Garcia and seconded by Angelica Garcia. Motion to approve item as presented passed unanimously.**
- d) Discussion/Decision - to approve the Proposed FY 2013-2014 Financial Statement Representation Letter for Douglas Housing Corporation II.  
**Motion to approve the proposed 2013-2014 Fiscal Year Financial Statement Representation Letter for Douglas Housing Corporation II made by Irene Garcia and seconded by Angelica Garcia. Motion to approve item as presented passed unanimously.**
- e) Discussion/Decision - to approve the Douglas Housing Corporation I FY 2013-2014 Financial Statement Electronic Submission to HUD's Real Estate Assessment Center (REAC).  
**Motion to approve the 2013-2014 Fiscal Year Financial Statement Electronic Submission to HUD's Real Estate Center (REAC) for Douglas Housing Corporation I made by Irene Garcia and seconded by Angelica Garcia. Motion to approve item as presented passed unanimously.**
- f) Discussion/Decision - to approve the Douglas Housing Corporation II FY 2013-2014 Financial Statement Electronic Submission to HUD's Real Estate Assessment Center (REAC).  
**Motion to approve the 2013-2014 Fiscal Year Financial Statement Electronic Submission to HUD's Real Estate Center (REAC) for Douglas Housing Corporation II made by Irene Garcia and seconded by Angelica Garcia. Motion to approve item as presented passed unanimously.**
- g) Information/Discussion - Douglas Housing Corporation I FY 2013-2014 Adjusting Journal Entries and Working Trial Balance reports.  
**No action taken/Not an action item.**
- h) Information/Discussion - Douglas Housing Corporation II FY 2013-2014 Adjusting Journal Entries and Working Trial Balance reports.  
**No action taken/Not an action item.**

- i) Discussion/Decision on approval to authorize the Accounts Receivable write-offs for Douglas Housing Corporations I & II for FY 2014-2015.

**Motion to approve the 2014-2015 Fiscal Year Accounts Receivable write-offs for Douglas Housing Corporations I & II made by Angelica Garcia and seconded by Irene Garcia. Motion to approve item as presented passed unanimously.**

- j) Discussion/Decision on approval to authorize the amortization of checks outstanding over 90 days for Douglas Housing Corporations I & II for FY 2014-2015.

**Motion to approve the 2014-2015 Fiscal Year Amortizations of checks outstanding over 90 days for Douglas Housing Corporations I & II made by Angelica Garcia and seconded by Irene Garcia. Motion to approve item as presented passed unanimously.**

**VI. Management Report**

- a) City Manager, Carlos De La Torre  
**No action taken/Not an action item.**

- b) Housing Specialist for Property Management, Michael Moulinet  
**No action taken/Not an action item.**

**VII. Persons wishing to address the Board in writing or verbally, on any item not on the agenda.**

**NONE**

**VIII. Next Meeting**

**To be called on an as needed basis.**

**IX. Adjournment**

**Motion to Adjourn made by Angelica Garcia and second by Irene Garcia**

**Motion carried unanimously. Meeting adjourned at 1:13 p.m.**

For questions, please call Michael Moulinet at (520) 417-7314