

AGENDA - WITH ACTIONS TAKEN

Board of Directors Meeting
Douglas Housing Corporations I and II

Tuesday, February 25, 2014 at 12:00 p.m.

City of Douglas Council Chambers
425 10th Street
Douglas, AZ 85607

I. Call to Order 12:08 p.m.

II. Roll Call

PRESENT

ABSENT

BOARD PRESIDENT, GARY CLARK	X
BOARD VICE PRESIDENT, ROSA VERTREES	X
BOARD MEMBER, RITA ROJAS	X
BOARD MEMBER, IRENE GARCIA	X
CITY MANAGER, CARLOS DE LA TORRE	X
CITY ATTORNEY, JUAN PABLO FLORES	X
HOUSING MANAGER, XENIA GONZALEZ	X
HOUSING SPEC FOR PROPERTY MGMT, MICHAEL MOULINET	X

III. Approval of Minutes – August 6, 2013

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

- a) Board of Directors to formally swear in Angelica Garcia as Board Member for Douglas Housing Corporations I & II.

Motioned PASSED by a vote of 4-0

- b) Discussion/Direction item to informally recommend to Mayor, Danny Ortega Jr., candidates for possible appointment to vacant seats on the Board(s).

V. Discussion/Decision

- a) Discussion/Decision on approval to RATIFY action taken to approve Resolution 14-0002, a Resolution of the board of Directors of the City of Douglas Housing Corporations I & II to authorize the entry into an agreement of limited partnership with Cochise Pacific Associates, an Arizona L.P. to operate a housing project known as Sun Ray Family Apartments.

Motioned PASSED by a vote of 5-0

- b) Discussion/Decision on approval to RATIFY action taken to authorize Management and PHA Administration to transfer and utilize Douglas Housing Corporation I corporate funds from the Casas De Esperanza Project in an amount not to exceed \$20,000 to mitigate the possible shortfall in funds to cover monthly expenses for the month of February 2014. The projected amount of monies used from the entity account will strictly be used for the monthly bills to be paid at the end of the month of February 2014. *The funds will be drawn at a one-time draw immediately upon approval* and be reimbursed on a monthly basis until the amount that was borrowed against the account is paid off.

Motioned PASSED by a vote of 5-0

- c) Discussion/Decision on approval RATIFY the action to make changes to the Casas De Esperanza and Pioneer Village signature card for Chase Bank. The changes would include the removal of Christina Gomez and the addition of Xenia Gonzalez granting her access to conduct business in the Casas De Esperanza and Pioneer Village Operating and Trust (Security Deposit) accounts.

Motioned PASSED by a vote of 5-0

- d) Discussion/Decision on approval of Resolution 14-0003, a Resolution of the board of Directors of the City of Douglas Housing Corporation I to authorize the entry into an agreement of limited partnership with Cochise Pacific Associates II, an Arizona L.P. for the purpose of rehabilitating, owning and operating a 50 unit in-come restricted apartment complex located at 1201 3rd Street, in the City of Douglas otherwise known as Casas De Esperanza.

Motioned PASSED by a vote of 5-0

- e) Discussion/Decision on approval of Resolution 14-0004, a Resolution of the Douglas Housing Corporation I approving and authorizing an agreement of sale between the Douglas Housing Corporation I, a non-profit housing corporation and Cochise Pacific Associates II, for the purpose of rehabilitating, owning and operating a 50 unit income-restricted apartment complex located at 1201 3rd Street, in the City of Douglas.

Motioned PASSED by a vote of 5-0

- f) Discussion/Decision on approval of a Memorandum of Agreement with Douglas Housing Corporation I, and Arizona IRC 170 (c) (1) non-profit corporation, Pacific West Communities, Inc., an Idaho corporation and TPC Holdings V, LLC, and Idaho limited liability company properly registered to transact business in the State of Arizona, for the purpose of rehabilitating, owning and operating a 50 unit in-come restricted apartment complex located at 1201 3rd Street, in the City of Douglas otherwise known as Casas De Esperanza.

Motioned PASSED by a vote of 5-0

- g) Discussion/Decision to approve and authorize the entry into an agreement of limited partnership with Douglas Housing Corporation I, a non-profit housing corporation and Cochise Pacific Associates II, an Arizona L.P. for the purpose of rehabilitating, owning and operating a 50 unit in-come restricted apartment complex located at 1201 3rd Street, in the City of Douglas otherwise known as Casas De Esperanza.

Motioned PASSED by a vote of 5-0

- h) Discussion/Decision to RATIFY the action taken to approve the Operating Cost Adjustment Factor (OCAF) Rent Adjustment of 1.021 for Casas De Esperanza based on 2014 utility analysis results.

Motioned PASSED by a vote of 5-0

- i) Discussion/Decision to RATIFY the action taken to approve the Operating Cost Adjustment Factor (OCAF) Rent Adjustment of 1.021 for Pioneer Village based on 2014 utility analysis results.

Motioned PASSED by a vote of 5-0

- j) Discussion/Decision on approval to authorize the Accounts Receivable write-offs for Douglas Housing Corporations I & II as presented by Management.

Motioned PASSED by a vote of 5-0

- k) Discussion/Decision on approval to authorize the amortization of checks outstanding over 90 days for Douglas Housing Corporations I & II as presented by Management.

Motioned PASSED by a vote of 5-0

- l) Discussion/Decision on acceptance and approval of the Fiscal Year 2012-2013 Audit for Douglas Housing Corporation I completed by C. Wesley Addison, P.C.

Motioned PASSED by a vote of 5-0

- m) Discussion/Decision on acceptance and approval of the Fiscal Year 2012-2013 Audit for Douglas Housing Corporation II completed by C. Wesley Addison, P.C.

Motioned PASSED by a vote of 5-0

- n) Discussion/Decision on approval of purchase of one (1) commercial coin operated washer in the estimated amount of \$1,087.91 and one (1) commercial coin operated dryer in the estimated amount of \$793.88 to be installed and used at Pioneer Village 1260 16th Street Laundromat.

Motioned PASSED by a vote of 5-0

- o) Discussion /Decision on approval of purchase of one (1) Apple iPhone 5 in the amount of \$222.48 to replace a malfunctioning phone for management.

Motioned PASSED by a vote of 5-0

VI. Management Report

- a) Discussion/Decision item to entertain and accept and pending resignations.

RESIGNATION OF RITA ROJAS. Motioned PASSED by a vote of 4-0

- b) City Manager, Carlos De La Torre

Not an action item - no action taken

- c) Property Manager to discuss all corresponding issues pertaining to Casas De Esperanza and Pioneer Village.

Not an action item - no action taken

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

VIII. Next Meeting

IX. Adjournment – 1:41 p.m.

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