

PASO ROBLES NONPROFIT HOUSING CORPORATION

Board Meeting Minutes – October 28, 2014

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| Present: | Mr. Harry Ovitt Mr. Gordon Marshall- Via Telephone Conferencing Ms. Pearl Munak Mr. Greg Rachunok Ms. Debbie Viborg |
| Manager: | Mr. David Cooke |
| Director of Property Management: | Ms. Liz Lopez Byrnes |
| Director of Finance: | Ms. Betian Webb |
| Recorder: | Ms. Nora Gaisi |
| Absent: | Mr. Mike Perkins |

1. Mr. Ovitt called the meeting to order at 8:42 a.m.
2. Public Comment: None
3. Approval of Minutes from August 26, 2014: The Board reviewed the August Minutes. **Mr. Rachunok moved to approve the minutes. Ms. Viborg seconded the motion. The motion passed.**
4. Reports:
 - a. Vacancies: One; in process of filling through the waitlist with the Housing Authority of San Luis Obispo.
 - b. September 2014 Financial Report: The Board reviewed the Financial Reports. **Ms. Viborg moved to approve the Minutes. Mr. Rachunok seconded the motion. The motion passed.**
5. Old Business:
 - a. On-going Recruitment Discussion to replace Board Members-

Mr. Perkins would like to remain on the Board and could do the meetings via teleconferencing. Mr. Marshall suggested trying video conferencing via Skype or a similar venue. Mr. Cooke has still not received the resume from Mr. Jason Boonstra for the open Board Position and stated it would be preferable to have another candidate to choose from.
 - b. Auditor – The Request for Proposal is going out to bid for the local firm of Glenn Burdett and the Bowman firm, the new auditors for the Paso Robles Housing Authority.
 - c. Investment Strategies – Mr. Cooke presented a memorandum of the results of a Heritage Bank preferred rate for Paso Robles Non Profit Housing Corporation. The Board discussed the Raymond James Investment Presentation from the last month's meeting, investing in the market in general, requesting increased Certificate of Deposit interest rates from the bank(s), creating an investment policy statement for the Board, and researching money market accounts, rates, access compared to the current checking account. Mr. Marshall and Ms. Viborg would like to move on making the decisions to invest as soon as possible, because it has been a discussion item for multiple months. The Board agreed by consensus to have an investment plan and provide a direction for the plan by the next meeting.
 - d. Trash Dumpsters- Many of the residents of the Chet Dotter Building have been having problems lifting the lids from the dumpsters because they are too heavy. The trash dumpsters are being changed from the 3 yard bins to a lower 2 yard bin. The trash will now be picked up two times a

week rather than one time a week. There is a small impact of cost of an additional \$39 a month above the regular charges.

6. New Business:

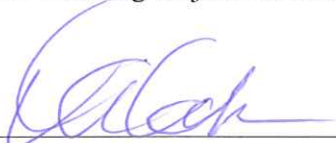
- a. Site Manager Report: Ms. Reese was not able to come to the meeting due to illness. Mr. Cooke and Ms. Lopez discussed up-grading the security cameras in the parking lot and adding additional cameras in other areas. The current cameras are grainy and it is hard to distinguish the faces and objects clearly. There was a car stolen a week prior in the parking lot.
- b. Chet Dotter Sign: The Board reviewed draft images and brainstormed ideas for the new front sign. The Board agreed by consensus to the lighter background, without artwork, with the name Chet Dotter Senior Apartment Community with the address and telephone number below.

7. F.Y.I.:

- a. September/October newsletters were reviewed by the Board.
- b. Tenant put on a Spaghetti Dinner for the Paso Robles Housing Authority Staff which was very much appreciated by the staff.
- c. Tenant Meeting Minutes were reviewed by the Board.

8. The Next Board Meeting is scheduled for **November 25, 2014**.

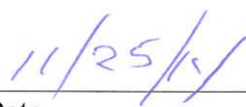
The Meeting Adjourned at 9:27 a.m.



Manager



Authorized Board Member



Date