

**DMPM**  
**Board Meeting**  
**Minutes for February 6, 2024**

**PLACE:** Administrative Building-Victory Room

**TIME:** 12:25 PM

**ATTENDEES:** Jeff Cooley, Jerry Griese, Rick Poland, and Janeal Kohler.

**READING AND APPROVAL OF MEETING MINUTES:** Commissioner Poland motioned to approve the minutes from the November 7, 2023, board meeting. Commissioner Cooley seconded. All in favor. No discussion. Motion passed.

**STAFF REPORT:** Commissioner Kohler presented the operating statements through December 2023. Unit turnover and lease up times are taking excessively long which is unacceptable. Staff have had trouble maintaining low vacancy rates which is currently being addressed.

Blueridge Rehab: Richard's Remodeling has been working on the unit and is expected to complete the work within the next month or two.

Orchard Knoll Rehab: A contract has been entered for the rehab of the water damaged units. Work is expected to be completed within the next two months.

Annual Audit: The auditor's report was presented at the December 7<sup>th</sup> HADCO board meeting with no findings.

Gateway USDA Loan: This loan has fallen through due to a lack of commitment for the engineer to complete the required work per USDA regulations. Staff is discussing other options with USDA for funding to rehab of the property.

Commissioner Kohler received Linda Smith's resignation as a Board member. Linda had recommended a replacement she thought would be a good fit. Commissioner Kohler will reach out to that person and see if interested and if so invite to the next meeting.

**PUBLIC COMMENTS:** None.

**REPORT OF THE COMMISSIONERS:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

Resolution #52- Approval of Lease Agreement Changes- Commissioner Kohler presented the lease changes the Resident Advisory Board proposed that would help clarify noise violations and companion animal responsibilities. Commissioner Cooley motioned to approve Resolution #52. Commissioner Poland seconded. No discussion. Motion passed.

Resolution #53- Approval of Security Deposit Increase for Orchard Knoll and Vine Street. Commissioner Kohler explained the security deposit requirements had not been adjusted for several years and was

not covering the average move out costs. Staff requested to increase the Security Deposits to 2X the contract rent. Commissioner Poland motioned to approve Resolution #53. Commissioner Cooley seconded. No discussion. Motion passed.

Resolution #54- Approval of FYE 2025 Operating Budgets. Commissioner Kohler explained the proposed budgets were similar to previous years with increased rents approved by the USDA and OHCS. The additional revenues would support the significant increase in insurance costs and maintenance materials/contracts. Commissioner Cooley motioned to approve Resolution #54. Commissioner Poland seconded. No discussion. Motion passed.

#### Annual Planning Session

Annual Selection of Chair and Vice Chairman-Commissioner Poland motioned to renew Jerry Griesse as the Chair and Jeff Cooley as the Vice Chair. Commissioner Poland seconded. No discussion. All in favor. Motion passed.

Commissioner Kohler explained the goals were similar to last year and was hoping to achieve timelier now that COVID is over.

**MEETING ADJOURNED AT: 12:43 PM**