

1. Item 1

Documents:

[JUNE 15, 2016 AGENDA.PDF](#)

2. Item 2

Documents:

[JUNE 15, 2016 AGENDA WITH ACTIONS.PDF](#)

The BOARD of DIRECTORS

Of

**Douglas Housing Corporation II
(Pioneer Village)**

will meet

Wednesday, June 15, 2016 at 12:00 p.m.

At

**City of Douglas
City Hall
425 10th Street
Douglas AZ**

**Posted at:
City Hall
Douglas Police Department
Douglas Library
www.douglasaz.org
13, June, 2016, 11:45am**

Public Housing

PURSUANT TO THE AMERICANS WITH DISABILITIES ACT (ADA), THE CITY OF DOUGLAS DOES NOT, BY REASON OF A DISABILITY, EXCLUDE FROM PARTICIPATION IN OR DENY BENEFITS OF SERVICES, PROGRAMS OR ACTIVITIES OR DISCRIMINATE AGAINST ANY QUALIFIED PERSON WITH A DISABILITY. INQUIRIES REGARDING COMPLIANCE WITH ADA PROVISIONS, ACCESSIBILITY OR ACCOMMODATION CAN BE DIRECTED TO ALMA ANDRADE WITHIN 72 HOURS AT (520) 417-7302, FAX (520) 364-7507, 425 10TH STREET, DOUGLAS, ARIZONA 85607.

AGENDA

Board of Directors Meeting Douglas Housing Corporation II

Wednesday, June 15, 2016 at 12:00 p.m.

City of Douglas
City Hall
425 10th Street
Douglas, AZ 85607

I. Call to Order

II. Roll Call

III. Approval of Minutes – October 19, 2015

V

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

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

V. Discussion/Decision

- a) Discussion/Decision - to approve the proposed 2016-2017 Fiscal Year Budget for Pioneer Village Apartments.
- b) Discussion/Decision – To approve the renewal of insurance policy(s) for Pioneer Village Apartments.
 - a. Farmer Insurance Hazard Policy - Premium for renewing entire present coverage from 07-01-2015 to 07-01-2016 (\$7,391.00)
½ Payment option of \$3,695.50.
 - b. Truck Exchange Insurance Umbrella Policy - Premium for renewing entire present coverage from 07-01-2015 to 07-01-2016 (\$1,616.00)
½ Payment option of \$808.00
- c) Discussion/Decision - to approve the proposed contract to file the final 2016 U.S. Form 990, return of Exempt Organization and 2016 Arizona Form 99 for Douglas Housing Corporation II in the amount of \$1,000.00 with C. Wesley Addison, P.C.

- d) Discussion/Decision - to approve the proposed contract to audit the statements of financial position for Douglas Housing Corporation II as of June 30, 2016 in the amount of \$9002.00 with C. Wesley Addison, P.C
- e) Discussion/Decision to RATIFY the action taken to approve the Operating Cost Adjustment Factor (OCAF) Rent Adjustment of 2.00% for Pioneer Village Apartments based on 2016 utility analysis results.
- f) Discussion/Decision on approval to authorize Board President Gary Clark and, if required, any additional board members to complete and sign documents pertaining to the potential sale of Pioneer Village Apartments to Western Region Nonprofit Housing Corporation in order to facilitate and complete the final phases of the sale.
- g) Discussion/Decision on approval to authorize adjusted mortgage payment to Federal Housing Administration in the amount of \$1,300.00 for FYE 06/30/2010.
- h) Discussion/Decision on approval to authorize adjusted mortgage payment to Federal Housing Administration in the amount of \$11,481.00 for FYE 06/30/2011.
- i) Discussion/Decision on approval to authorize surplus cash adjustment payment to Federal Housing Administration in the amount of \$325.00 for FYE 06/30/2011.
- j) Discussion/Decision on approval to authorize reserve for replacement payment to Federal Housing Administration in the amount of \$1,765.87 from FYE 6/30/2011. Payment should be made from the entity account to reimburse the amount into the operating account and management will then request that amount for replacement with supporting documentation.
- k) Discussion/Decision on approval to authorize surplus cash adjustment payment to Federal Housing Administration in the amount of \$2,870.00 for FYE 06/30/2012.

VI. Management Report

- a) City Manager, Carlos De La Torre
- b) Housing Specialist for Property Management, Michael Moulinet

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

VIII. Next Meeting

IX. Adjournment

For questions, please call Michael Moulinet at (520) 417-7385

AGENDA WITH ACTIONS

The BOARD of DIRECTORS

Of

**Douglas Housing Corporation II
(Pioneer Village)**

will meet

Wednesday, June 15, 2016 at 12:00 p.m.

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AGENDA WITH ACTIONS

Board of Directors Meeting
Douglas Housing Corporation II

Wednesday, June 15, 2016 at 12:00 p.m.

City of Douglas
City Hall
425 10th Street
Douglas, AZ 85607

I. Call to Order

Meeting was called to order by Board President Gary Clark at 12:44 p.m.

II. Roll Call

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

City Staff Members present: Xenia Gonzalez, Housing Manager, Michael Moulinet, Housing Specialist for Property Management. Absent were: City Manager, Carlos De La Torre and City Attorney, Juan Pablo Flores.

III. Approval of Minutes – October 19, 2015

Minutes from the January 21, 2015 meeting were reviewed and considered. Motion to approve minutes as presented made by Irene Garcia and seconded by Angelica Garcia. Motion to approve minutes passed unanimously.

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

- a) Discussion/Decision item to entertain and accept pending resignations and proposed appointments.
No action was taken.

V. Discussion/Decision

- a) Discussion/Decision - to approve the proposed 2016-2017 Fiscal Year Budget for Pioneer Village Apartments.
Motion to approve the proposed 2016-2017 Fiscal year Budget as presented made by Irene Garcia and seconded by Angelica Garcia. Motion to approve budget passed unanimously.

- b) Discussion/Decision – To approve the renewal of insurance policy(s) for Pioneer Village Apartments.
- a. Farmer Insurance Hazard Policy - Premium for renewing entire present coverage from 07-01-2016 to 07-01-2017 (\$7,391.00)
½ Payment option of \$3,695.50.
Motion to approve the renewal of the Hazard policy as presented made by Irene Garcia and seconded by Angelica Garcia. Motion to approve the renewal of the Hazard policy passed unanimously.
- b. Truck Exchange Insurance Umbrella Policy - Premium for renewing entire present coverage from 07-01-2016 to 07-01-2017 (\$1,616.00)
½ Payment option of \$808.00
Motion to approve the renewal of the Umbrella policy as presented made by Irene Garcia and seconded by Angelica Garcia. Motion to approve the renewal of the Umbrella policy passed unanimously.
- c) Discussion/Decision - to approve the proposed contract to file the final 2016 U.S. Form 990, return of Exempt Organization and 2016 Arizona Form 99 for Douglas Housing Corporation II in the amount of \$1,000.00 with C. Wesley Addison, P.C.
Motion to approve the proposed contract to file final 2016 U.S. Form 990, return of Exempt Organization and 2014 Arizona Form 99 for Douglas Housing Corporation II with C. Wesley Addison, P.C., as presented made by Angelica Garcia and seconded by Irene Garcia. Motion to approve the proposed contract passed unanimously.
- d) Discussion/Decision - to approve the proposed contract to audit the statements of financial position for Douglas Housing Corporation II as of June 30, 2016 in the amount of \$9002.00 with C. Wesley Addison, P.C.
Motion to approve the proposed contract to audit the statements of financial position for Douglas Housing Corporation II with C. Wesley Addison, P.C., as presented made by Irene Garcia and seconded by Angelica Garcia. Motion to approve the proposed contract passed unanimously.
- e) Discussion/Decision to RATIFY the action taken to approve the Operating Cost Adjustment Factor (OCAF) Rent Adjustment of 2.00% for Pioneer Village Apartments based on 2016 utility analysis results.
Motion to Ratify the action taken to approve the OCAF adjustment for Pioneer Village as presented made by Angelica Garcia and seconded by Irene Garcia. Motion to ratify the action passed unanimously.

- f) Discussion/Decision on approval to authorize Board President Gary Clark and, if required, any additional board members to complete and sign documents pertaining to the potential sale of Pioneer Village Apartments to Western Region Nonprofit Housing Corporation in order to facilitate and complete the final phases of the sale.
Motion to approve authorizing Board President Gary Clark and, if required, any additional board members to complete and sign documents pertaining to the sale of Pioneer Village to Western Region Nonprofit Housing Corporation in order to facilitate and complete the final phases of the sale made by Irene Garcia and seconded by Angelica Garcia, Gary Clark abstained. Motion to approve item as presented passed by two affirmative votes and one abstained vote.
- g) Discussion/Decision on approval to authorize adjusted mortgage payment to Federal Housing Administration in the amount of \$1,300.00 for FYE 06/30/2010.
Motion to approve to authorize an adjusted mortgage payment to the Federal Housing Administration for FYE 6/30/2010 as presented made by Angelica Garcia and seconded by Irene Garcia. Motion to approve the payment as presented passed unanimously.
- h) Discussion/Decision on approval to authorize adjusted mortgage payment to Federal Housing Administration in the amount of \$11,481.00 for FYE 06/30/2011.
Motion to approve to authorize an adjusted mortgage payment to the Federal Housing Administration for FYE 6/30/2011 as presented made by Angelica Garcia and seconded by Irene Garcia. Motion to approve the payment as presented passed unanimously.
- i) Discussion/Decision on approval to authorize surplus cash adjustment payment to Federal Housing Administration in the amount of \$325.00 for FYE 06/30/2011.
Motion to approve to authorize a surplus cash adjustment payment to the Federal Housing Administration for FYE 6/30/2011 as presented made by Angelica Garcia and seconded by Irene Garcia. Motion to approve the payment as presented passed unanimously.
- j) Discussion/Decision on approval to authorize reserve for replacement payment to Federal Housing Administration in the amount of \$1,765.87 from FYE 6/30/2011. Payment should be made from the entity account to reimburse the amount into the operating account and management will then request that amount for replacement with supporting documentation.
Motion to approve to authorize a reserve for replacement payment to the Federal Housing Administration for FYE 6/30/2011 as presented made by Irene Garcia and seconded by Angelica Garcia. Motion to approve the payment as presented passed unanimously.

- k) Discussion/Decision on approval to authorize surplus cash adjustment payment to Federal Housing Administration in the amount of \$2,870.00 for FYE 06/30/2012.

Motion to approve to authorize a surplus cash adjustment payment to the Federal Housing Administration for FYE 6/30/2012 as presented made by Angelica Garcia and seconded by Irene Garcia. Motion to approve the payment as presented passed unanimously.

VI. Management Report

- a) City Manager, Carlos De La Torre
None
- 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 1:18 p.m.

For questions, please call Michael Moulinet at (520) 417-7385