

MINUTES

Board of Directors Regular Meeting
City of Douglas Community Housing Corporation
Wednesday, April 19, 2023, at 2:00 p.m.
Via Zoom Meeting

1. Call to Order

Meeting was called to order at 2:00 p.m.

2. Roll Call.

Board Members present were Belen Durazo, Denise Machado and Vicky Merritt. City Official(s) present were Ana Urquijo, City Manager, Luis Pedroza, Deputy City Manager. Other present was Frank Moro.

3. Persons wishing to address the committee in writing or verbally on any item not on the agenda.

None.

4. Discussion/Direction/Decision regarding the acceptance by the Community Housing Corporation of the Capital Needs Assessment Report recommendations performed in accordance with HUD regulations.

Mr. Moro provided guidance on the CNA report. He reported the reserve replacement account will be at \$399,000 and will be replaced at closing by the buyer, in addition the monthly reserve replacement will be raised to \$3,060. Mr. Moro also reported language was added that if a tenant requires an ADA shower it will be a mandatory requirement, not a reasonable accommodation. Lastly, Mr. Moro reported that language was also changed to lowering thermostat controls only to accommodate a tenant.

Discussion was held on the amount of the residual account and the monthly reserve replacement amount.

Ms. Merritt asked if all of work that is required in the report have to be done before the closing can occur.

Mr. Moro answered Yes, and most of the line items are done.

Ms. Merritt asked when is the closing looking like it will happen.

Mr. Moro answered three months out.

Mr. Moro requested for Mr. Pedroza to notify Kevin Marino to inform him that the PCNA has been approved.

Motion by Ms. Machado, second by Ms. Durazo to accept the Capital Needs Assessment Report recommendations performed in accordance with HUD regulations with the date of April 10, 2023. Motion passed unanimously.

5. Adjournment.

Meeting adjourned at 2:31 p.m.

Prepared by:  Cynthia Acuña Robles, Deputy City Clerk