

# Housing Authority of the City of College Park



## Board Minutes

### Regular Monthly Meeting

### Teleconference

April 28, 2022

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#### Present:

Chairperson, Arelis Perez;  
Vice Chairperson, Robert  
Catlin;  
Commissioners, Theresa  
Keeler, Betsy Lynn, and James  
McFadden;  
Executive Director, Michelle  
Johnson;  
Property Manager, Cheryl  
Gleason;  
ROSS Coordinator, Mia Greene;  
Residents of Attick Towers,  
Elizabeth Norman;

#### I. Roll Call:

Ms. Perez opened the meeting at 10:08 a.m. All Commissioners were present except for Betsy Lynn and James McFadden. Ms. Lynn joined the meeting at 10:14 a.m. Mr. McFadden joined the meeting at 10:20 a.m. Ms. Norman joined the meeting at 10:34 a.m.

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## **II. Agenda Changes:**

The Board reviewed/discussed the Agenda of April 28, 2022. A motion was made by Ms. Perez and seconded by Mr. Catlin to approve the Agenda, as submitted. Robert Catlin, Theresa Keeler, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 3-0.

## **III. Comments-Resident Council:**

None.

## **IV. Comments-Tenants and General Public:**

None.

## **V. Chairman's Report:**

None.

(Ms. Lynn joined the meeting at 10:14 a.m.)

## **VI. Review and Approval of Financial Report:**

The Board reviewed/discussed the Housing Authority financial reports (check registry, reconciliation summary, bank accounts, and unaudited accountant report) of March 31, 2022. A motion was made by Ms. Perez and seconded by Ms. Keeler to approve the financial reports of March 31, 2022, as submitted. Robert Catlin, Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

## **VII. Decision & Approval of Minutes from the Regular Monthly meeting held on March 24, 2022:**

The Board reviewed/discussed the minutes from the regular monthly meeting held on March 24, 2022. There was one minor correction. A motion was made by Ms. Perez and seconded by Mr. Catlin to approve the regular monthly meeting minutes from March 24, 2022, as amended. Robert Catlin, Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

(Mr. McFadden entered the meeting at 10:20 a.m.)

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## VIII. Executive Directors Report:

### 1) Five-year Resolution Plans from 2020-2024:

- Resolution Plan LHA 22-01: The Board reviewed/discussed the five-year resolution plan LHA 22-01. There was one correction. A motion was made by Ms. Perez and seconded by Ms. Lynn to approve the Resolution Plan LHA 22-01, as amended. Robert Catlin, Theresa Keeler, Betsy Lynn, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

- Resolution Plan LHA 22-02: The Board reviewed/discussed the five-year resolution plan LHA 22-02. There was one minor correction. A motion was made by Ms. Perez and seconded by Mr. McFadden to approve the Resolution Plan LHA 22-02, as amended. Robert Catlin, Theresa Keeler, Betsy Lynn, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

2) Resident Fund Activity: The Board reviewed/discussed the resident council activity funds. The resident council has a total of \$8,579.97 in activity funds. Ms. Johnson suggested that \$150 be allocated each month to be utilized for resident activities. A motion was made by Ms. Perez and seconded by Ms. Keeler to approve up to \$200 per month of resident funds, to be allocated for the use of resident activities. Robert Catlin, Theresa Keeler, Betsy Lynn, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

(Ms. Norman entered the meeting at 10:34 a.m.)

3) 50-Year Anniversary Celebration for Attick Towers: The Board discussed allocating funds for the 50-year Attick Towers celebration event on May 19, 2022. A motion was made by Ms. Perez and seconded by Ms. Lynn to approve the allocation of up to \$1,000 for the 50-year anniversary, as well as the declaration for John Moore to be allocated from the resident funds. Robert Catlin, Theresa Keeler, Betsy Lynn, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

4) Property Updates: Cheryl Gleason discussed several issues, i.e.:

(3)

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- Office closed this month
- Leased two units – two more planned by next week
- Bids are being solicited for the restriping of the parking lot
- Lock out notice went to all residents
- Fire extinguishers have been updated
- Working on receiving quotes for two tree projects

5) ROSS Coordinator: Ms. Greene discussed several issues, i.e.:

- Transportation activities (Arundel Mills/Casino)
- Canceled resident walk
- Holiday meal giveaway
- King and Queen meal event
- Garden Clean up held on April 19, 2022
- Resident walk scheduled for today
- Bunny Trail
- Health Awareness Fair/50th Anniversary/Special Dedication for John Moore scheduled for May 19, 2022 (16 vendors)

## **IX. Old Business:**

None.

## **X. New Business:**

1) The Board discussed changing the May 26, 2022 regular scheduled monthly meeting date. A motion was made by Ms. Perez and seconded by Mr. Catlin to approve changing the regular monthly meeting date from May 26, 2022 to May 25, 2022. Robert Catlin, Theresa Keeler, Betsy Lynn, James

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McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

2) Approval of invoices over \$4,000: The Board reviewed/discussed invoices over \$4,000, i.e.

a. H.D. Supply: An invoice was submitted by H.D. Supply for \$4,072.24.

A motion was made by Ms. Perez and seconded by Ms. Lynn to approve the payments of the invoices submitted over \$4,000. Robert Catlin, Theresa Keeler, Betsy Lynn, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

## **XI. Resident Comments:**

None.

## **XII. Commissioner Comments:**

- Ms. Lynn inquired about the RFP for the stake/survey for the property of Attick Towers.
- Ms. Keeler discussed the construction being performed in the building, Mia Greene's performance, and Cheryl Gleason's performance as property manager.
- Ms. Perez congratulated Michelle, Cheryl, and Mia on their performance during this difficult time.

## **XIII. Agenda items for the next meeting.... Next Meeting: May 25, 2022:**

None.

## **XIV. Adjournment of Regular Session:**

The Board adjourned the regular monthly meeting held on April 24, 2022, by consensus.

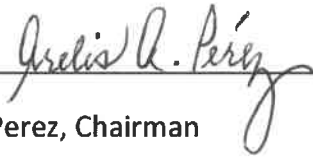
The regular monthly meeting was adjourned at 11:12 a.m.

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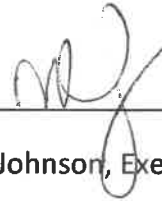
**XV. Executive Session:**

None.



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Arelis Perez, Chairman



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Michelle Johnson, Executive Director

