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Providing Quality Affordable Housing that Promotes Dignity, Pride and Opportunity in Roswell, GA

**Meeting Minutes**  
**Housing Authority of the City of Roswell Board of Commissioners**  
**Annual Board Meeting**  
**38 Hill Street, Roswell, GA 30075**

April 8, 2025 at 12:00 pm

**Present:**

Nathan Porter – Board Chair (In person)  
Don Wheeler – Commissioner (In person)  
Carolyn Gould – Commissioner (Called in via ZOOM)  
Brendan Keelan – Commissioner (Called in via ZOOM)  
Shenetra Gates – Resident Commissioner (Called in via ZOOM)

**Staff:**

John Corcoran

**Guests:**

Vicky Drisaldi – St. Vincent dePaul @ St. Peter Chanel Church  
Jamie Gallehue, HDC Management (DeKalb Housing Authority Affiliate)  
Trena Dixon, HDC Management (DeKalb Housing Authority Affiliate)  
Dyani Calhoun, HDC Management (DeKalb Housing Authority Affiliate)  
Maisie Parkinson, Housing Authority of DeKalb County Executive Office

**Board Member not Present:**

Donzell Jackson – Vice Chair

There being a quorum present, Chairman Porter, Chairman called the meeting to order at 12:03 p.m.

**MINUTES**

**February 11, 2025 regular meeting was cancelled.** Minutes from January 14, 2025 regular meeting were presented for approval. On motion by Commissioner Wheeler and seconded by Commissioner Keelan, the minutes were approved unanimously.

Ayes: Commissioner Keelan, Commissioner Gould, Commissioner Gates, Commissioner Wheeler

Nays: None



## Financial Report

Chair Porter deferred J. Corcoran for the financial update.

J. Corcoran reported that the financials for the property are still in the process of being set up. What was presented is the December 2024 End of Year Balance for both the Balance Sheet and Income Statement. The financial statements were previously emailed by Maisie Parkinson and reviewed in the last Board meeting. There has been no significant change since the last report. The team is still working on getting the data from Gainesville into the system, which has been challenging but is progressing. The system for Myrtle Street is up and running, and they are beginning to process the data. The only notable financial activity is a draw for the demolition of the older building. We received a check from the City of Roswell and the payments are being made by Gainesville to the demolition contractor in Gainesville.

Commissioner Wheeler stated that the City of Roswell is switching to a December calendar year, having previously followed a mid-year fiscal cycle. Chairman Porter suggested discussing the possibility of aligning the Roswell Housing Authority's fiscal year with the City of Roswell. Commissioner Gates requested J. Corcoran's feedback and expertise.

J. Corcoran advised that HDC, the new management company, recommended the change based on several industry factors:

- A trend among Housing Authorities is shifting toward tax credit transactions.
- Housing Authorities increasingly function as real estate companies, handling numerous Low-Income Housing Tax Credit (LIHTC) transactions.
- LIHTC transactions require alignment with a calendar-year cycle.
- A potential small funding benefit if RHA aligns with the City of Roswell's calendar.
- DeKalb Housing Authority is also in the process of changing its fiscal year to match tax credit syndications.

Commissioner Keelan expressed indifference to the change. J. Corcoran agreed to draft a resolution for review at the next Board meeting. He explained that once the Board votes on the change and submits a request to HUD, approval will depend on HUD's timeline.

Commissioner Wheeler and Chairman Porter raised concerns about system compatibility issues. J. Corcoran acknowledged past challenges due to discrepancies between tenant data obtained from Gainesville, Roswell Housing Authority's current system. Specifically, the reconciliation report from January 30th did not match the report from February 1st. However, he assured the Board that these issues are being addressed and are not uncommon. Data was obtained two days ago for system import, and February's financials are expected to be ready for the next Board meeting.

There were no further questions regarding the Financial Report and moved on to the Secretary and Management Report.

## Secretary and Management Report

### Fair Housing Complaint to Ossoff's Office:

J. Corcoran informed the Board that a complaint had been submitted to Senator John Ossoff's office regarding an eviction. The complaint was brought to the Board's attention to ensure they were aware of the situation. The Gainesville Housing Authority's Attorney, Stuart Duggan, handled the response to the Senator's office. Information regarding the complaint has been provided, and no additional information has been requested at this time.

Chairman Porter and Commissioner Wheeler requested a copy of the complaint and asked J. Corcoran to summarize the details. Commissioner Gates expressed concern about violating residents' privacy rights and the potential issue of the Board becoming involved in day-to-day operations.

J. Corcoran assured the Board that the complaint is being handled appropriately, and that the Property Management company's responsibility is to inform the Board that a complaint has been received and is being addressed. He emphasized that any in-depth discussion or further information regarding the complaint would take place in an Executive Session.

Commissioner Keelan inquired about redacting names in the complaint. J. Corcoran confirmed that the Board has the right to request the information, but any sensitive details (e.g., names) would be redacted, and such a discussion would need to occur in an Executive Session.

J. Corcoran clarified that the Board is not meant to get involved in day-to-day operations. He reassured the Board that only general information would be provided to the Board, without identifying individuals involved. However, the Board needs to be informed of complaints to identify any potential patterns, should additional complaints arise in the future. He emphasized that while the Board can be aware of situations, there is a clear distinction between being informed and actively implementing changes.

J. Corcoran explained that complaints like these are not frequent but do arise every couple of weeks across the property portfolio. He reiterated that the Board is being kept informed, and any significant pushback or further action required would be brought to the Board's attention.

J. Corcoran moved me on to the next topic Insurance for Myrtle.

### Insurance for Myrtle Street:

J. Corcoran stated that we found out that your insurance on the property was canceled at the end of December and emailed without the Board being convened. We went ahead and purchased a new policy for you so you would be covered. There was a minor gap in the coverage, but unaware of any instances occurring between there. We do have an exclusion of roofs. Currently, we are working on getting that resolved.

The previous insurance company canceled you for the age of the roofs of the property. The new insurance, GHARRP - Georgia Housing Authority Risk Retention Pool, who has helped, was just added to that policy. They have an exclusion for the roof, if something happens to the roofs during this exclusion period, it will not be covered by the insurance. We are in the process of getting a roof survey done to

tell us the condition of the roofs and if they must be replaced. Once we provide that information to insurance, they will either tell us we must replace the roofs at the site, or they will cover us, or we will be covered without the coverage of the work.

The Board will have to decide at that point, and we will provide our recommendation for you on what you want to do, but we are not at the point where we have that information to provide you with today. I just want to let you know that we went outside, and our authorities were allowed to spend \$5,000 without getting your approval. Except in instances of emergency, and I quantified this as an emergency. I reached out to Chairman Porter to let him know that I was doing this, and because I thought it was better to do that than not to have coverage. We do have quasi coverage currently and we are working through that right now.

Commissioner Wheeler called it “property preservation and a good move” and inquired about gap insurance. J. Corcoran stated that we will hire a roofing company to come out and do the inspection and get it to the insurance company. J. Gallehue noted that she would double-check with Maria Grizzell. J. Corcoran noted that if there is a need to replace the roof, and we will get the quote process and we will work through that. No roofing company is going to stick their neck out.

Next one I would like to bring to your attention is the camera proposal.

#### Camera Proposal for Myrtle Street:

J. Corcoran addressed the concern about illegal dumping at the Myrtle Street property, noting that the Board had previously raised this issue at several meetings. A proposal for installing cameras at both Myrtle Street and Pelfrey is included in the Board package.

The upfront cost for the cameras at all three locations (Myrtle, Pelfrey, and another location) is \$11,577.52. Myrtle's connection fee is \$22,838, as it currently lacks Internet reception and needs a complete infrastructure setup.

The ongoing monthly cost for maintaining the cameras would be approximately \$400. Once operational, the monthly cost will be minimal.

The proposal includes detailed visuals showing where the cameras would be installed and what areas they would cover. J. Corcoran emphasized the importance of at least installing cameras in the dumping area at Myrtle.

The proposal presents two options: installing cameras at both Myrtle and Pelfrey or focusing on just one location. The hosting cost would remain the same regardless of the number of cameras chosen.

The proposal includes a license plate reader for the dumping area, which would capture any vehicles entering or leaving. The cost of additional cameras (at \$600 per camera) could be adjusted depending on the selected configuration.

The Board requested to revisit the legal implications of recording and maintenance during the next Board meeting, as there are potential concerns about privacy and liability. Commissioner Wheeler expressed

opposition to the installation of cameras, suggesting the Board explore alternative solutions or revisit the discussion later.

No further discussion on the camera and moved to development update.

J. Corcoran shared an update on the ongoing development project, as detailed in the Board package provided by B. Brown:

The demolition work is underway and should be completed shortly. Payments related to the demolition are being processed. Pictures of the vertical demolition progress are included in the Board package.

Regular meetings are being held with HUD and Penrose, to ensure the project stays on track for the Closing. These meetings will continue until the project is closed.

The Closing is expected to occur at the end of July. A HDC staff member has been added to the call to take notes and monitor progress, reporting back to the Board.

The Phase II Application was due in March, but there has been no confirmation yet on whether it has been submitted.

Chairman Porter provided additional context, mentioning that B. Brown had confirmed the \$2M commitment for the project from the prior Board. Chairman Porter noted that the value of the property not being redeveloped is around \$10M, and the Board should discuss whether it is still willing to commit the \$2M to the redevelopment project.

J. Corcoran indicated that the Board needs to enter an Executive Session to discuss this matter in detail, as well as to address a personnel matter that needs to be brought to the Board's attention.

### **New Business**

There was no New Business to discuss.

### **General Announcements**

No questions on General Announcements and moved to Public Comments Period.

### **Public Comment Period**

Chairman Porter invited visitor Vicky Drisaldi to speak. Ms. Drisaldi expressed her interest in staying informed about the transition process, particularly regarding how residents will be notified about the new app. She acknowledged that a notification letter will be placed on residents' doors and noted that, in the meantime, residents continue to make payments using the current system.

J. Corcoran stated that no changes have been made to the website yet, as it cannot go live until necessary data is received. The website is close to completion and will initially provide basic functions, including payment processing.

Chairman Porter entertained a motion to enter Executive Session to discuss personnel and real estate matters. Motion by Commissioner Gates, seconded by Commissioner Gould. Motion passed unanimously.

**Executive Session** began at 12:42 pm.

Regular Session reconvened at 1:30 pm.

Chairman Porter entertained a motion to commit \$2M to the Phase II application. Motion by Commissioner Gates, seconded by Commissioner Gould. Commissioner Gould inquired about the process for amending the motion and proposed an amendment.

Commissioner Gould made a motion to amend the commitment to \$2M contingent on HUD's approval for obtaining a loan or selling the property. Chairman Porter clarified that a motion to amend requires a second.

Chairman Porter then made a motion to amend the original motion, as suggested by Commissioner Gould, to commit the \$2M contingent on HUD's approval of either selling the property or financing it. The property in question is Grove Place.

Commissioner Wheeler asked if HUD would impose any conditions. J. Corcoran confirmed that any funding conditions would require the property to be used for public housing purposes, meaning it could only be sold to an entity that would maintain it as public housing.

Commissioner Gates agreed to amend her motion accordingly. Commissioner Gould seconded the amended motion. The motion carries.

The Board voted on committing \$2M to the Phase II Project, contingent on HUD's approval for the sale or financing of Grove Place.

Ayes: Commissioner Keelan, Commissioner Gould, Commissioner Gates

Nays: None

## **Adjournment**

On a motion by Chairman Porter, seconded by Commissioner Keelan, the meeting adjourned at 2:38 pm.

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John Corcoran  
Secretary to the Board  
Roswell Housing Authority

