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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**

June 10, 2025 at 12:00 pm

**Present:**

Nathan Porter - Board Chair  
Donzell Jackson - Vice Chair Don  
Wheeler- Commissioner  
Brendan Keelan - Commissioner (called in via ZOOM}  
Shenetra Gates - Resident Commissioner

**Staff:**

John Corcoran - Executive Director

**Guests:**

Vicky Drisaldi -St. Vincent dePaul @ St . Peter Chanel Church Lee  
Hills, Roswell City Council Member  
Mary Robichaux  
Jamie Gallehue, Housing Development Corporation Property Management (DeKalb County Housing Authority Affiliate) Trena  
Dixon, Housing Development Corporation Property Management (DeKalb County Housing Authority Affiliate) Dyani  
Calhoun, Housing Development Corporation (DeKalb County Housing Authority Affiliate)  
Maisie Parkinson, Housing Authority of DeKalb County Executive Office

**Board Members not Present:**

Carolyn Gould - Commissioner

There being a quorum present, Chair Porter, called the meeting to order at 12:08 pm with a roll call to reintroduce everybody.

**MINUTES**

Minutes from May 13, 2025 regular meeting presented for approval. On motion by Commissioner Gates and seconded by Commissioner Wheeler, the minutes approved unanimously.

Ayes: N. Porter, B. Keelan, D. Jackson, D. Wheeler, S. Gates

Nays: None



## **FINANCIAL REPORTS**

J. Corcoran reviewed February 2025, March 2025, and April 2025 financials with the Board.

### **Pelfrey Pines Property**

- **Revenue: \$477K YTD vs. \$433K budgeted → \$43K over budget**
- **Expenses: \$424K YTD vs. \$427K budgeted → \$2.5K under budget**
- **Net Income: \$52K YTD vs. \$5.6K budgeted → Strong financial position**

### **April 2025 Balance Sheet**

- Operating Cash: \$165K
- Security Deposits: \$17K
- Replacement Reserve: \$221K (*paused due to upcoming refinancing and restructured redevelopment*)

### **Receivables**

- \$42K from HUD caught up
- Payments received for February; April and May submitted, June expected in early June
- Missing November 2024 rent from HUD now received
- Retroactive rent increase from November is being pursued

D. Calhoun gave a quick highlight of Pelfrey Pines including one elderly resident, who is transferring to a better unit and waiting for final bids to complete unit turnover. Rent adjustments due to utility allowances increased.

J. Corcoran explained as per compliance, residents are required to sign Gross Rent Change Form. GIN notices are when you apply for tax credits to do another transaction, residents are entitled to certain Tenant protections as part of the tax replication process, if it is awarded. Only 2 signatures remain outstanding. Most rent amounts decreased, requiring signed acknowledgment.

Regarding maintenance, T. Dixon reported to the Board that the leak repair in Unit #39 is underway. The contractor is currently on-site handling repairs.

### **Myrtle Street Property**

Financial status as of February 2025:

- **Cash on hand: \$53K**
- **Tenant receivables: \$21K (being addressed via payment plans or possible evictions)**
- **Revenue: \$170.7K actual vs. \$170.31 (budget → Slightly ahead**
- **Operating Expenses: \$127.9K actual vs. \$111.8K budget → \$16K over budget**
- **Net Operating Income: \$42K actual vs. \$58.1K budget → \$15K behind**

J. Corcoran stated that some of the challenges due to data errors from software conversion (Roswell to our current system) are being addressed. March and April financials are being corrected for accuracy before the presentation.

J. Corcoran noted the following action items and our need to follow up:

- Finalize Myrtle Street financials for the next board meeting.
- Complete rent increase reimbursement request from HUD.
- Obtain the last two resident signatures for GIN notices.
- Continue managing compliance forms and tenant payment issues.

J. Gallehue reemphasized to the Board that we are working through making sure all the checks and balance are working right with each ledger in each resident from our conversion. Even though you have all the financials at one time for Pelfrey, there is a lot of behind the scenes work that they are putting in going through the files, making sure that the right documentation is there, so that will help us in preparation of future audits.

## **SECRETARY AND MANAGEMENT REPORT**

- a. **Roof Report Update:** J. Corcoran gave an update on Roof Report for Myrtle. The roofing process is underway. Once completed and approved, updates will be provided. Insurance has been provided to cover the roofs on the buildings. The plan is to get everything signed at the June Board meeting and schedule construction in June.
- b. **Development Update:** J. Corcoran gave the Development Update to say that the demolition is complete. Previous general contractors were too expensive; HJ Development has now submitted a bid. A cost estimate has been received, and value engineering is being done to reduce costs and make the project financially viable. As of May 9th, they received 90% pricing, but there is no confirmation yet on whether it is now financeable. The project is not yet near closing because the construction funding gap still needs to be closed.

If the development team fails to close, the project will be halted. The Roswell Housing Authority (RHA) itself will not be negatively impacted but would impact significantly and may be barred from reapplying for 1-2 funding rounds, depending on the Georgia Department of Community Affairs (DCA) decision.

RHA would be free to select a new development partner and reapply, but that would cause further delays. Even if the developer cannot close, the contract for Phase II with them remains in effect. It is doubtful the city will continue financial contributions under those circumstances.

RHA would need to reprocur a developer and resubmit funding applications to DCA. 4% tax credit applications are due in September or October. 9% tax credit applications are due next March in 2026. Some materials (e.g., drawings) might be reusable, depending on negotiations.

- c. **Vehicles Update:** The Crown Victoria vehicle is extremely deteriorated rusted out, parked in front of the leasing office, door damaged (opened with a screwdriver), and no keys available. It is owned by the organization. The primary proposed plan is to attempt to donate the vehicle to a charity. The secondary proposed plan is, if donation is unsuccessful within a set timeframe (suggested: 2-4 weeks), have a salvage yard or towing company remove it in exchange for scrap value.

On motion by Chair Porter and seconded by Commissioner Wheeler. Motion passed to authorize donation first, and if that fails, to dispose of the vehicle via scrap/salvage.

The Pickup Truck (from Gainesville Housing Authority) has some ownership issues - originally believed to have been transferred to Roswell Housing Authority but the title was never officially changed; thus, no insurance coverage and the next step to wait for proper documentation from Gainesville to legally transfer ownership (sale price: \$1). The Board discussed once titled, the few options include selling the vehicle to generate funds; possibly returning it to Gainesville, and avoid keeping vehicles due to maintenance, insurance, and liability concerns. The General policy includes no company vehicles and staff are expected to use their own transportation or property that may provide golf carts.

## **NEW BUSINESS**

J. Corcoran stated that there is no new business to report on and moved to General Announcements.

## **GENERAL ANNOUNCEMENTS**

**No** General Announcements were made, and Chair Porter opened the floor for Public Comment.

## **PUBLIC COMMENT**

No public comments. Chair Porter entertained a motion to end the General Session to go into the Executive Session to discuss personnel issues. On motion by Commissioner Gates and seconded by Commissioner Wheeler. General Session ended by 12:41 pm and moved into the Executive Session by 12:42 pm.

There were no other matters to discuss in the Executive Session, and they moved back into the General Session by 1:08 pm to discuss Myrtle Street landscaping.

#### **MYRTLE STREET LANDSCAPING BUDGET CONCERNS**

Commissioner Wheeler raised concerns about the \$9,000 spent year-to-date on landscaping along Myrtle Street. He noted that the area looks unmaintained and questioned the value received for the cost \$1,200/Month. Discussion included the following:

- \$9,600 spent year-to-date, approximately \$1,200/month.
- Concerning the condition of the property near Myrtle Street and questionable value from landscaping expenses.
- Discussion of exploring property boundaries and potentially reducing wasteful expenditures, possibly avoiding the need for security camera investments.
- Commissioner Wheeler suggests remediation (e.g., cleaning, dumpster management) could be more cost-effective.

Chair Porter entertain a motion to authorize J. Corcoran to renegotiate repayment terms of the Agreement. On motion by Commissioner Gates and seconded by Commissioner Wheeler.

#### **ADJOURNMENT**

Motion to adjourn was made by Chair Porter and seconded by Commissioner Wheeler with no opposition at 1:13 pm.

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John Corcoran  
Secretary to the Board  
Roswell Housing Authority

