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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 (Called in via ZOOM)  
Donzell Jackson – Vice Chair (In-Person)  
Don Wheeler – Commissioner (In person)  
Carolyn Gould – Commissioner (In person)  
Brendan Keelan – Commissioner (In-Person)  
Shenetra Gates – Resident Commissioner (In-Person)

**Staff:**

John Corcoran

**Guests:**

Vicky Drisaldi – St. Vincent dePaul @ St. Peter Chanel Church  
Lee Hills, Roswell City Council Member  
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

There being a quorum present, Chairman Porter, Chairman called the meeting to order at 12:02:51 p.m.

**MINUTES**

Minutes from April 8, 2025 regular meeting was presented for approval. On motion by Commissioner Keelan and seconded by Commissioner Gates, the minutes were approved unanimously.

Ayes: Commissioner Keelan, Commissioner Gates, Commissioner Wheeler

Nays: None



Chairman Porter deferred J. Corcoran for the financial update.

### **Financial Report**

J. Corcoran reported that the tab in the report for last month's meetings was January financials. He noted that the financials for the property are still working on getting systems up and running, so February and March will be presented at the next Board Meeting. J. Corcoran clarified that the financial reports are usually two (2) months behind because of the timing of the Board Meeting and it takes roughly 15 to 20 days to generate reports for all properties. There is a significant issue with accessing the Palfrey system used for submitting rent payments. The system access was delayed and while they were granted access recently, their attempts to submit payments were denied. As a result, the rent for April has not been received, and the process is behind schedule. The reason for the denial is unclear, with both HUD and Gainesville not having clear explanations for the access issues.

J. Corcoran emphasized strength from a cash standpoint. Myrtle Street at \$48,000 at the end of January. Pelfrey Pines is doing well with no negative balance. We have not received our HAP Payment for April. Maria Grizzell informed us that we did not receive the rent increase from HUD in November 2024 because it had not been processed. Once we get access to the HUD system, we will retro run HUD back from November through. The increase did not impact the residents.

J. Corcoran summarized what Dyani Calhoun and Trena Dixon stated about the (2) vacant units left in poor condition when residents moved out requiring repairs that will take time and money. There is also a question about whether it is possible to bring back residents that have moved offsite from the initial relocation. However, the answer is "no", and were informed that we could not do that at this time as this will have to wait until another property is built. There will be legal action that will have to be taken. It was mentioned that one (1) resident is going through an eviction process. The specifics are kept private, but J. Corcoran reassured the Commissioners that they are on top of the situation. Further details on the eviction will be discussed in the Executive Session, if needed.

Despite the delays and challenges, the financials for the properties are doing reasonably well given the circumstances. J. Corcoran apologized for the delays in reporting and promises that future reports will be timelier, with February's report available at the next Board Meeting. J. Corcoran concluded by asking if there were any questions about the operation of the properties or financials, inviting a deeper review of the financials during the next Board Meeting.

J. Corcoran moved on to the Secretary Report and Development Activities.

### **Secretary and Management Report**

J. Corcoran provided a report on the property insurance situation. Previously, the property insurance was canceled by Homeowners, that is, Auto Owners Insurance, at the end of December due to the poor condition of the roofs. They managed to transfer the insurance to GHAARP but with exclusions for the roof coverage. The insurance company required an inspection report, which revealed that of the nine (9) buildings, only one (1) had an insurable roof, while the other eight (8) were in disrepair in the neighborhood due to age (15-20 years old) with missing shingles and other issues.

Clark Brothers, who conducted the inspection, also provided a quote for roof repairs and replacements. J. Corcoran noted that to get insurance coverage for the roofs, the roofs would need to be brought up to a new standard because it will be a significant amount of money, and you do not have adequate replacement reserves for this property. Currently, you have about \$48,000 in the bank. However, the cost for roof replacement is \$67,000, with an additional cost of \$5,200 for repairs.

There was a discussion about whether to go ahead with full roof replacement or try to repair the existing roofs. J. Corcoran believes the insurance company would not consider repairs as insurable. It would make them operable from a standpoint that we would be less likely to have leaks and cause further damage to the unit. A more detailed plan is being developed, and contractors will be brought in to assess the scope of work for roof replacements. J. Corcoran noted sending an email to the Board informing them of the two (2) additional bids and asking for approval rather than waiting for the next Board Meeting.

It is noted that there are multiple buildings requiring attention, and they may need to prioritize which buildings are addressed first. The available replacement reserves are insufficient for such an expense, with around \$48,000 to \$55,000 currently in the bank. This financial gap is noted as a concern for proceeding with the necessary repairs.

The Board is moving towards replacement rather than repair because it is not a viable option, if they want to be insured. In the meantime, J. Corcoran assured the Board that we will handle the leaks as they come up immediately. J. Corcoran to confirm that the general funds are non-federal funds in the reserve that can be used for Myrtle Street.

Chairman Porter noticed in the bid of other issues with the carpentry and gutters if it was separate. J. Corcoran confirmed that it is additional and could be done as well but simply the roof needs to be addressed. Chairman Porter suggested moving with the additional quotes and hopefully get the costs down to something that is more manageable for them.

Commissioner Wheeler mentioned a conflict of interest regarding Clark Brothers, as they are personal friends. J. Corcoran stated that he has known them and used them for his own property several times but reassured the Commissioners that, due to company policies, personal relationships with vendors prevent them from doing business with Clark Brothers. This highlights an effort to maintain transparency and fairness in the selection of contractors. J. Corcoran explained that while Clark Brothers have been reliable and competitive in pricing, they will seek three (3) competitive bids for large projects to ensure competitive pricing and quality of work. This is standard practice to avoid any perceived favoritism or conflicts of interest.

The next steps include getting bids from other contractors and assessing which buildings need roof repair first. There is also an emphasis on maintaining transparency and due diligence in vendor selection, particularly when it comes to large financial expenditures. This section wrapped up with an open floor for questions, but no further concerns were raised.

J. Corcoran provided an update on a development project. J. Corcoran stated that he talked to Beth Brown when he was down at the Georgia Affordable Housing Coalition a few weeks ago. He mentioned that Phase I is still in the works, with plans for closing in June or July. However, costs for the project have exceeded expectations, and they may need to rework the construction plan to reduce costs. They are looking at AJ Russell and starting the vetting process to see if there is any way to do any value engineering to lower the cost. There has been progress with demolition on the site, and it is all been cleaned up and paid for. They submitted the



pre-app on March 14<sup>th</sup> with the intent to apply by April 16<sup>th</sup>; the round is done by May 16<sup>th</sup> to submit their full application based upon your approval of the \$2M loan subject to HUD's approval by May 16<sup>th</sup>. J. Corcoran discussed the next steps for encumbering or selling the land, which involves a series of steps with HUD. They will be working on providing a walkthrough of this process for the Board.

Chairman Porter would like a legal opinion on the Development Agreement signed with Penrose as J. Corcoran stated his non-legal opinion that they are out of agreement with Gainesville and no longer must honor the agreement. Chairman Porter would like to seek counsel with Stuart Duncan. J. Corcoran to get that opinion hopefully before the next Board meeting via email and give the next update.

Prior to the Board Meeting starting, Commissioner Gates asked that the Board should consider virtual meetings or some type of virtual meeting. J. Corcoran stated that we have been bringing in technology to allow the Board to have other ways to access the meeting and gave multiple options like virtual, in person, hybrid schedule, for e.g., in-person quarterly, virtual every opposite meeting, or every other month and it is up to the Board's discretion to choose when we will implement it.

There is a discussion about using technology to facilitate virtual meetings. A device called the "owl" is being introduced to help members attend remotely. This technology would not require a change in Board policies, but J. Corcoran mentioned that if the meeting format were to change (e.g., permanently shifting to virtual), it would require a Board Resolution and proper notice.

Chairman Porter suggested to improve the acoustics and setup of the room for better communication by placing a laptop at the end of the table. The current arrangement, where some members face away from others, makes it difficult to hear speakers. J. Corcoran suggested adjusting the seating arrangement or setting up a visitor table in the middle to improve the meeting's flow and make the environment more comfortable for all participants.

## **New Business**

J. Corcoran noted that there is nothing new to report unless the Board Members have additional questions or concerns.

## **General Announcements**

J. Corcoran discussed the ongoing challenges related to the transition process, particularly with HUD. He mentioned that HUD's system is outdated and difficult to access. The process involved waiting for a letter from HUD with a special code, but after 30 days of delay, they were given access over the phone.

There have been further complications as HUD also changed their websites, adding another layer of difficulty in navigating the system.

Despite the delays in rent processing, J. Corcoran assured the Board that the property is not facing any cash flow crises. The rent shortage is being managed, and the situation is under control. The speaker expresses confidence that everything will be on track by the next board meeting, with updated financials available.

J. Corcoran concluding this section with optimism, stating that the issues should be resolved soon, and that the organization will be on a better trajectory moving forward. He also apologized to Chairman Porter for taking over the meeting, but the tone is informal and cooperative.

### **Public Comment Period**

A resident raised concerns about mold during an open mic session. J. Corcoran confirmed that there had been some reports, but they were related to mildew, not mold, and those issues were addressed and cleaned. J. Corcoran reassures the Board that the mold issue has been handled, and that the residents' concern was about the cleaning process. Pictures were provided to confirm that the issue was resolved.

There is a discussion about the new technology for submitting work orders. Some residents mistakenly thought the new system was part of a new company but were informed that it was not. J. Corcoran explained that while they can still view work orders, they are no longer able to handle other tasks like rent payments, which now require residents to revert to using money orders or certified funds. The system setup is still in progress but is delayed due to sudden and unexpected loss of a consultant, Sister Williams, who had been working on the project.

J. Corcoran expressed sadness over the sudden passing of Sister Williams, who was leading the effort to set up the new system. This has caused delays, but the team is working through the challenges. J. Corcoran shared that they had a meeting with her just days before her passing, making it a shock to the team. Despite the setbacks, they are continuing to work on getting the new system in place.

J. Corcoran opened the floor for any other public comments, though none are raised at this time.

J. Corcoran asked if there are any matters that need to be discussed in the Executive Session. There is a brief discussion confirming that all the necessary information has been provided, and no further private discussions are required at that moment.

### **Executive Session – No need for Executive Session**

J. Corcoran thanked Chairman Porter for his time, and others express appreciation for everyone's participation. The meeting ends with a final exchange of thanks

The Board Meeting moves towards a conclusion. J. Corcoran entertains a motion to adjourn the meeting.

### **Adjournment**

On a motion by Chairman Porter, seconded by Commissioner Keelan, the meeting adjourned at 12:56 pm.

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John Corcoran  
Secretary to the Board  
Roswell Housing Authority

