



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
September 9, 2025 at 12:00 pm

Present:

Nathan Porter – Board Chair
Donzell Jackson – Vice Chair
Brendan Keelan – Commissioner (called via ZOOM)
Don Wheeler – Commissioner
Shenetra Gates – Resident Commissioner

Staff:

John Corcoran – Executive Director

Guests:

Jennifer Phillippi
Lee Hills, Roswell City Hall Council Member
Beth Brown, CEO – Gainesville Housing Authority
Rory Robichaux
Vicky Drisaldi -St. Vincent dePaul @ St. Peter Chanel Church
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 Offices

Board Member Not Present:

Carolyn Gould – Commissioner

There being a quorum present, Chair Porter, began the meeting at 12:12 pm with a roll call and introduced himself as the Chairman of the Board, including Vice Chair Jackson, Commissioner Gates, Commissioner Wheeler, and Commissioner Keelan. The meeting continued with an introduction from others in attendance included J. Corcoran, T. Dixon, D. Calhoun, M. Parkinson, and five (5) Visitors.

MINUTES

Minutes from the last Board meeting on August 12, 2025, Chair Porter entertained a motion for approval. On motion by Commissioner Gates and seconded by Commissioner Wheeler, the minutes approved unanimously.

Ayes: D. Jackson, D. Wheeler, S. Gates

Nays: None



FINANCIAL REPORTS

J. Corcoran did a quick recap of the financials report that we are on track as far as revenue, which is the year-end financials. Total revenue, we budgeted \$257,000 and we came in at \$250,000 with Myrtle Street slightly under budget. General administrative expenses were not a budget for the two main items by \$15,000 for audit and tax prep fees; and consulting fees did not budget anything. Utilities were a little over budget primarily due to gas and sanitation, but on budget for repairs, maintenance, and property insurance. \$176,000 total expenses and in actual expenses versus the budget of \$16,000, so we were \$10,000 over project. NOI of \$91,000 and the good news is net Income after expenses or capital improvements was budgeted \$23,000.

T. Dixon reported on the ongoing issues at unit B2, still experiencing climbing issues in G3, and a mysterious pipe discovered near unit 215.

Pelfrey Pines was \$80,000 over budget at \$604,000 with higher-than-expected utilities and maintenance costs. Will keep an eye on utilities.

J. Corcoran noted to follow up with maintenance about the white pipe running out the back near the G building and provide information to the Board by end of the day.

J. Corcoran noted to investigate the significant difference in sanitation costs between Pelfrey Pines and Myrtle Street.

SECRETARY AND MANAGEMENT REPORT

a. Roofing Update: J. Corcoran provided the roofing update that they have not contracted that is been awarded and as soon as the trip is changed, then we will move the funds over again.

b. Development Update: J. Corcoran suggested B. Brown to provide the update on development.

B. Brown came in today to bring the Resolution on Pelfrey Pines Phase I real estate development the attorneys had drafted and to answer any questions from the Board or any concerns to address. Nothing substantial has changed. In terms of this, the Housing authority is not putting any loan funds into this first transaction and all of it comes from the city. Section 108 loan is ready to go. The city is doing amazing work through this whole process. The city has paid for all of the demolition through CDBG funds. There has been a lot of questions from investors because this is very unusual to have a HAP contract that has been bifurcated and to put the new HAP contract on the new 52 units, will require to be in the new building.

B. Brown explained that the Phase 1 Closing for the old seed building project is nearing completion, with J. Corcoran or Chairman Porter to execute a Resolution document. B. Brown noted potential changes in loan funding sources and mentioned the possibility of a Special-Called Board meeting if something were to change and/or if issues arise. She detailed the project's progress, including weekly calls with HUD, meetings with the city and developer, and clarified that any of the relocated residents from the senior building will have a first right to return to the new property, though they cannot bring back Section 8 Vouchers. If they left with a tenant protection voucher, a Section 8 Voucher, and chose to come back; they will need to come back to one of the RAD units and not a tax credit unit, they would be giving up. The project is expected to be completed by January 2027, with HJ Russell as the general contractor and a total funding commitment of \$9.3 million (DCA's commitment - \$7.3 million coming from the State to add to the city's \$2 million in this project).

B. Brown explained that Chairman Porter or J. Corcoran is authorized to review and sign documents related to a 70-year or 99-year Ground Lease and Developer Fee Agreement, with the housing authority maintaining ownership of the land. She clarified that no board approval is needed for these documents, which will be reviewed by an attorney. B. Brown encouraged board members to read the materials and ask questions before Closing, which will be conducted

electronically. She also addressed concerns about board participation in closing calls, noting that while lawyers are involved, board members can attend if they wish but there is no physical Closing.

B. Brown discussed the housing authority's participation in the RAD program, which converted public housing to multifamily housing. She explained that the authority had taken out a loan to address physical needs but ended up in default of their agreement with HUD. The authority is now under a corrective action plan and a rebuild agreement with HUD, and they applied for tax credits twice, but were not funded the first time. After discovering building issues at the Senior building, they conducted engineering studies and worked with the city to potentially condemn the building, which triggered HUD to issue tenant protection vouchers for all families.

B. Brown discussed the use of a Section 108 loan to consolidate future CDBG funding, which will allow the housing authority to access \$2 million for a project. She explained that this loan, along with city funding, made the deal feasible and helped secure additional points for a tax credit application. B. Brown also highlighted HUD's interest in the program and the importance of past corrective actions taken to avoid potential defaults. B. Brown mentioned organizing a groundbreaking ceremony for mid-September.

Chair Porter entertained a motion to approve the Resolution on Pelfrey Pines Phase I real estate development. On motion by Commissioner Gates and seconded by Vice Chair Jackson. Resolution passed.

Ayes: N. Porter, D. Wheeler, S. Gates

Nays: None

J. Corcoran noted that the Board agreed to consider an arborist inspection for trees and determine the health of the trees that neighbors had expressed concerns about.

Chair Porter entertained a motion to approve Resolution authorizing new signatories on behalf of the Housing Authority of the City of Roswell to execute documents, with Chair Porter as Board Chair or John Corcoran as Secretary/Executive Director. On motion by Commissioner Wheeler and seconded by Vice Chair Jackson. Resolution approved.

Ayes: B. Keelan, D. Wheeler, S. Gates

Nays: None

J. Corcoran noted that the Board to review the real estate closing documents, mark questions, and send them to Chairman Porter to discuss with the attorney.

NEW BUSINESS

J. Corcoran stated that there is NO NEW BUSINESS currently.

GENERAL ANNOUNCEMENTS

Chairman Porter stated that October 14th Regular Board Meeting will start at 12:30 pm instead of 12 noon due to conference room conflict.

J. Corcoran stated that November 11th Board Meeting falls on VETERANS DAY HOLIDAY. Chair Porter suggested to the other Board members to review their calendars for alternate dates for the November 11th Board Meeting and be prepared to discuss decision at the next meeting whether to skip it or reschedule.

Chair Porter opened the floor for Public Comment.

PUBLIC COMMENT PERIOD

One of the Visitors had a question about the old structure. B. Brown explained that the replacement was done according to HUD regulations.

Another visitor inquired about the website and J. Corcoran stated the Roswell Housing Authority website is up and running. The Board Minutes and Meeting Agenda are all posted. Rent can now be paid online at the property website and submit. QR Code is also available but still working on building the process.

Chair Porter entertained a motion to go into the Executive Session to discuss some staff beats. On motion by Commissioner Gates and seconded by Vice Chair Jackson. General Session ended by 01:07:23 pm and moved into the Executive Session by 01:09:49 pm.

Ayes: N. Porter, D. Wheeler, S. Gates

Nays: None

ADJOURNMENT

Motion to adjourn was made by Chair Porter and seconded by Commissioner Gates with no opposition.

John Corcoran
Secretary to the Board
Roswell Housing Authority

