



Section II

Minutes of Previous Meeting



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
October 14, 2025 at 12:30 pm

Present:

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

Staff:

John Corcoran – Executive Director

Guests:

Beth Brown, CEO – Gainesville Housing Authority
Jamie Gallehue, Housing Development Corporation Property Management (DeKalb County Housing Authority Affiliate)
(called in via ZOOM)
Trena Dixon, Housing Development Corporation Property Management (DeKalb County Housing Authority Affiliate)
Maisie Parkinson, Housing Authority of DeKalb County Executive Office
Vicky Drisaldi -St. Vincent dePaul @ St. Peter Chanel Church
Lee Hills, Roswell City Council Member
Gail Bohannon McCoy, Executive Director – Groveway Community Group
Mary Robichaux
Sheana Jewell

There being a quorum present, Chair Porter called the meeting to order at 12:30 pm with a quick roll call to introduce everybody and establish a quorum.

MINUTES

There being no corrections to the last Board meeting on October 14, 2025 minutes, Chair Porter entertained a motion for approval. On motion by Commissioner Gould and seconded by Commissioner Gates, the minutes were approved by unanimous consent.

Ayes: B. Keelan, D. Jackson, C. Gould

Nays: None

J. Corcoran announced official closing on the new development property in Utah and the groundbreaking is scheduled for Thursday, October 30, 2025 at 10:00 am in Utah.



766 Myrtle St, Roswell GA 30075 Phone 770-993-6226 www.roswellhousing.org

FINANCIAL REPORTS

J. Corcoran presented financial reports for Myrtle Street with \$25,000 in Operating account. The revenue is well within the variance limits and right on target. Revenue is positive due to no write-offs year-to-date. Through August, budgeted \$42,000 in income with overall positive variance due to more late fees and applications fees being charged than budgeted. For payroll expense (short of one person), change in one of maintenance supervisors would affect next month's September financials, and looking for a permanent replacement. General Administrative expenses look good with a big refund resulting in big variance. Audit and Tax fees variance looks good. Advertising, Printing, and Management fees look good for what was budgeted. Utilities are high as such the gas and sanitation.

J. Gallehue discussed challenges with a water leak incurring additional costs at Myrtle Street property and made efforts to resolve it.

Pelfrey Pines' properties balance has not changed with the current operating cash at \$264,000, \$89,000 in revenue for year-to-date. Total operating expense is \$51,000 versus \$63,000 budgeted for with a positive variance of \$12,000. \$20,000 under budget for utilities, \$7,000 under budget for payroll expense due to a short of maintenance person. On budget with General Administrative and Management fee, \$11,000 budgeted for repairs, Taxes and Insurance budget right on target but ongoing maintenance issues.

SECRETARY AND MANAGEMENT REPORT

- a. **HUD Financial Submission:** HUD financials submission was successful and is 1 or 2 years away from being done with HUD reporting. An informal audit was conducted and received an acknowledgement.
- b. **Development Update:** B. Brown provided updates on development projects, including parking modifications in the next couple of weeks, a groundbreaking ceremony, which will be sort of combination of Pennrose and DCA, and requested board approval to pay an outstanding fencing bill of \$5,000 + using CDBG funds.

B. Brown discussed the relocation process for residents affected by the development project, explaining that the Housing Authority would stop leasing to reduce the number of people needing to be relocated. She outlined the benefits residents would receive and the potential use of RAP payments from HUD to offset costs during the transition. B. Brown emphasized the importance of communication and support from the Board for these changes, as well as the need to decide whether to stop leasing immediately or maintain current operations. She also mentioned that the project's closing is expected to be less complicated than the first phase, but relocation remains a challenging aspect.

It was discussed that the three current vacancies and the status of two units with pending notices to vacate, confirming they are leasable and in good condition. Commissioner Gould inquired about the total number of units needed to be recreated, which was clarified as 28, with 26 relocations soon to be 25 unless the units are rented back out. The group debated whether to fill the two vacant units, with suggesting they could wait 6 months to offset potential losses, while J. Gallehue raised concerns about applicants who had already applied for the units.

The relocation of residents from a quad building, noting that while they could revisit the decision in six months, they should proceed with leasing pre-qualified residents in the meantime. They reviewed construction timelines, with groundbreaking scheduled for the 30th and an estimated 18-month completion and discussed using CDBG funds for upfront costs that would be reimbursed within 30 days. J. Corcoran confirmed there was no risk in using the \$28,500 in excess demolition funds for the current project, as the city's finance department had already approved the reimbursement process.

Discussions proceeded with a development project and addressed concerns about recent political comments regarding the Roswell Housing Authority's facilities. Commissioner Gould emphasized the authority's commitment to providing safe, clean conditions and working towards replacing aging facilities. It was also reviewed the implementation of online rent payment systems at properties, noting some technical issues that were resolved. They discussed upcoming changes to the authority's website domain and email addresses, with plans to transition from RoswellHousingAuthority.org to RoswellHousing.com. The Board has been informed that the timeline for moving residents to new facilities is expected to be within the next year, with more specific details to be provided at a future resident meeting.

B. Brown discussed the third-floor renovations of a 2020 school project, with demolition of another property due to condemnation. The group addressed resident relocation concerns, clarifying that while construction is anticipated to begin October 1, 2026, with completion by January 2028, residents are not required to vacate immediately. J. Gallehue explained that third-party payment agreements for organizations like St. Paul and Salvation Army would be allowed to continue.

NEW BUSINESS

There was no New Business to discuss.

GENERAL ANNOUNCEMENTS

Nex month's Board Meeting will be on November 18, 2025 at the same time at 12:00 pm.

PUBLIC COMMENT PERIOD

There were no specific Public Comments brought up.

Chair Porter entertained a motion to move into the Executive Session to discuss real estate development. On motion by Commissioner Keelan and seconded by Commissioner Wheeler. General Session ended by 1:15:02 pm and moved into the Executive Session by 1:17:14 pm.

Ayes: B. Keelan, C. Gould, S. Gates

Nays: None

ADJOURNMENT

Motion to adjourn was made by B. Keelan and seconded by D. Wheeler with no opposition at 2:02:08 pm.

John Corcoran
Secretary to the Board
Roswell Housing Authority

