



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
November 18, 2025 at 12:00 pm

Present:

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

Staff:

John Corcoran – Executive Director

Guests:

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
Ed Mihich - St. Vincent dePaul at St. Peter Chanel Church
Lee Hills, Roswell City Council Member

There being a quorum present, Chair Porter called the meeting to order at 11:59 am with a quick roll call to introduce everybody and establish a quorum.

MINUTES

Correction was made at the bottom of the first page to the last Board meeting on October 14, 2025 minutes to remove the word "Utah" from two (2) places in a sentence; Chair Porter entertained a motion for approval. On motion by Commissioner Keelan and seconded by Commissioner Gould, the minutes were approved by unanimous consent.

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

Nays: None



FINANCIAL REPORTS

J. Corcoran presented financial reports for Myrtle Street with no change from a balance standpoint due to cleanup and write-offs. Rental Income is \$68,000 and budgeted. Total Revenue budgeted \$63,000 and now at \$56,935. Made a big adjustment to the write-offs at \$3,800, under budget for payroll by \$44,000 for the year-to-date so far. General Administrative was \$2,000 under budget and still working on the variances. Management fees at \$600 off and over by \$3,000 on utilities due to leaking water ongoing issue at the site and continue to work with the plumber on getting it fixed finally. Repairs and Maintenance over budget. The negative variance in trash removal is due to cleaning out of the units but right on budget with property insurance. The Capital account bill paid \$79,000 and property insurance has been reinstated.

More discussions on the challenges with a water leak incurring additional costs at Myrtle Street property and continue to make efforts to resolve it in the two buildings C and G.

J. Corcoran presented financial reports for Pelfrey Pines accounts receivable are being cleaned up; \$48,000 was carried over, \$6,000 behind on Revenue with some rent adjustments made to the resident ledgers due to set up emissions resulting in a negative variance. \$11,000 rent adjustments and more vacancies. Payroll is \$7,000 under budget, General Administrative is right on budget with Management fees slightly lower, and \$5,000 utilities under budget. On budget with property insurance, and \$9,000 over budget on Maintenance, and from an overall net income just under \$4,000.

SECRETARY AND MANAGEMENT REPORT

- a. **Development Update:** J. Corcoran provided updates on development projects that the groundbreaking was successful, the construction is underway and expect 16-month timeline to completion. Focus now is on closing Phase 2. Pennrose helps us close the fall of 2026 and relocation plan is a current priority. B. Brown asked not to be the developer for Phase 2.

J. Corcoran discussed feedback on the best approach to having meetings with the residents for full understanding. The dilemma is having no adequate space available on the property for the residents to meet.

October 10, 2025 Fall Festival was success.

Payments and the \$2M commitment were discussed. H J. Russell for design and cost and to determine the permits. Veranda parking, the replacement parking, the stripping and signage all scheduled with subcontractors but due to the weather delays have pushed back.

It was discussed to continue leasing and will basically re-evaluate at every meeting if we have the date, and then at some point decide to stop. J. Corcoran advised the Board to continue operations as normal until we get a date definitive Closing as that would be their best interest as the housing authority.

NEW BUSINESS

There was no New Business to discuss.

GENERAL ANNOUNCEMENTS

There were no general announcements to be aware of.

PUBLIC COMMENT PERIOD

Visitor Ed Mihich, St. Vincent dePaul at St. Peter Chanel Church, had a question regarding how many affordable units and the possibility of a Phase 2 at Pelfrey Pines? T. Dixon's response was 28 units to relocate and 55 residents to relocate.

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 12:58 pm and moved into the Executive Session by 1:05 pm with slight delay in technical issues.

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

Nays: None

Chair Porter entertained a motion to approve J. Corcoran conducting a comprehensive accounting of Roswell Housing Authority's properties, including title issues and evaluations on all said properties. On motion by B. Keelan and seconded by C. Gould. The motion was carried out with unanimous support.

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

Nays: None

ADJOURNMENT

Motion to adjourn was made by D. Wheeler and seconded by B. Keelan with no opposition at 1:54 pm. The meeting then adjourned with Thanksgiving wishes.

John Corcoran
Secretary to the Board
Roswell Housing Authority

