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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**

January 13, 2026 at 12:30 pm

**Present:**

Nathan Porter – Board Chair  
Donzell Jackson – Vice Chair  
Don Wheeler – Commissioner  
Carolyn Gould – Commissioner  
Brendan Keelan – Commissioner  
Shenetra Gates – Resident Commissioner

**Staff:**

John Corcoran – Executive Director (**called in via ZOOM**)

**Guests:**

Jamie Gallehue, Housing Development Corporation Property Management (DeKalb County Housing Authority Affiliate)  
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  
Mary Robichaux, Mayor, City of Roswell  
Rory Robichaux  
Sara May, Resident at Veranda  
Nora Bajgora  
Jareka Lewis  
Yashica Wilson

There being a quorum present, Chair Porter called the meeting to order at 12:37 pm with a quick roll call confirming a quorum was present.

**MINUTES**

Minutes from the last Board meeting on December 9, 2025 regular meeting reviewed and presented for approval. On motion by Commissioner Keelan and seconded by Commissioner Jackson.

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

Nays: None



## FINANCIAL REPORTS

J. Corcoran did not present the November financials himself but deferred to J. Gallehue and T. Dixon, who were there in person. T. Dixon and J. Gallehue explained the variances. They noted positive variances in payroll, administrative expenses, and sanitation, while explaining negative variances in rent revenue, legal services, and utilities due to unbudgeted gas expenses. J. Corcoran mentioned that some items were missed when running the properties as one unit, and the overall net income showed a positive variance of \$24,000.

T. Dixon obtained 3 bids/proposals from contractors to locate the source of the water issue at Myrtle Building G and will present it to the board at the next meeting or send it to J. Corcoran for email distribution. T. Dixon addressed the water issues at multiple buildings, particularly Building G, where water is seeping up from an unknown source despite Roswell Water's inspection. Creative is investigating the problem by turning off water in Buildings D and E to identify the source, with plans to check Buildings A, B, and C if necessary. T. Dixon discussed the possibility of a high-water table causing the issue and considered hiring an engineer for further investigation, including drilling to determine the water table depth. J. Corcoran suggested potential solutions like relocating drains or siphoning water away from buildings to maintain structural integrity. Commissioner Wheeler expressed concerns about a resident facing a high-water bill, but T. Dixon reassured him, noting that the city had confirmed the issue was not the resident's responsibility and would be adjusted after repairs.

T. Dixon reported ongoing issues with unauthorized dumping at the Myrtle property, with a temporary roll-off dumpster recently deployed to address the problem. It was discussed engaging with Roswell PD to issue citations and deter further dumping, with Jeremy having already captured evidence of violators. They agreed to send notices to residents urging them to report dumping incidents to the non-emergency police line and take photos of violators. Chair Porter discussed scheduling quarterly roll-off dumpster days for residents, with T. Dixon noting that these events already occur periodically and notifications are sent. Myrtle was at 100% occupancy.

T. Dixon presented financial reports for Pelfrey Pines including negative variances in rent adjustments, applicant screenings, and advertising budgets, while noting positive variances in utilities and maintenance. Landscape concerns were raised regarding roof and gutter cleaning, with T. Dixon confirming these would require external contractors due to safety concerns. Pelfrey Pines was 96%, with one approved applicant declining Unit 19.

T. Dixon to send out notice to residents (especially those with view of the dumping area) to call non-emergency police line and take pictures if they witness dumping. The Board also discussed the need for increased presence at the Myrtle and Pelfrey Pine properties, with Commissioner Wheeler proposing the idea of a golf cart, though concerns about parking and security were raised. J. Gallehue will follow up, with resident Martin Bocanegra, regarding the handicapped parking space issue at Myrtle, assess needs for reasonable accommodation, and consider repainting or reconfiguring parking spaces as needed. J. Corcoran confirmed that the new lines had been painted and promised to follow up with the resident, Martin Bocanegra, who raised the issue.

T. Dixon will point out and ensure removal of fallen trees/debris at the corner of 226 Grove at Myrtle and add increased property presence to action plan suggested by J. Gallehue. T. Dixon to follow-up on outstanding maintenance issues (water leak, baseboards, window contractor) reported by residents and explore options for relocating dumpsters at Myrtle to a more secure/less accessible location, and/or implement a schedule for locking/unlocking the gate to restrict vehicle access to the area, and report back on feasibility.

J. Gallehue to check on city ordinances against illegal dumping are posted as signage at Myrtle property.

T. Dixon to schedule and coordinate a meeting between residents, management, and Roswell police (or chief/liaison) to address safety, dumping, and illegal activity concerns at the property.

T. Dixon to continue to communicate and schedule regular roll-off dumpster days for resident bulk item disposal, and ensure residents are notified.

## **SECRETARY AND MANAGEMENT REPORT**

- a. **Development Update:** On behalf of B. Brown, J. Corcoran updated the Board on the new development project: Phase 1 is 10% complete and Phase 2's final application has been submitted. B. Brown is scheduled to attend the March 10 meeting. Penrose is working on estimates and identifying GAAP financing sources, noting a delay in the closing date to January 2027. Discussions are underway with Fulton County and greater Atlanta Financial Community Foundation and waiting to hear if DCA will release any NOFAs. The first phase of the parking lot reconfiguration is complete, and the engineers are working on a plan to convert the internal quads in the parking area.

J. Corcoran to ask B. Brown for an update on resident relocation plans and communicate with the residents.

J. Corcoran will reach out to Penrose to determine if cameras will be installed during or after construction at the new buildings, and if existing construction cameras could provide coverage for current properties.

- J. Corcoran to find out from Pennrose the exact date when documentation for the loan needs to be submitted for Phase 2.
- J. Corcoran to ensure auto insurance is removed from the policy for vehicles no longer owned by the organization.

Chair Porter entertained a motion to approve Resolution No. 2026-01-01: To Approve the Board of Commissioners Schedule of Meetings for 2026. On motion by Commissioner Gould and seconded by Commissioner Keelan.

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

Nays: None

## **NEW BUSINESS**

New Business came out of the Executive Session from last Board meeting and have engaged an appraiser to get an appraisal on those 3 parcels of land. Hopefully, at the next Board meeting we will have a draft of appraisal to review.

There should be a lot of paperwork regarding the insurance policies that were printed out, documentation, and the associated cards.

## **GENERAL ANNOUNCEMENTS**

There were no general announcements to be aware of.

## **PUBLIC COMMENT PERIOD**

Visitors, J. Wilson and Yashica Wilson, expressed concerns regarding safety, maintenance, and property issues. Visitors expressed concerns about illegal smoking, trash accumulation, parking in the back, and security replacement. Bikes and scooters outside close to the resident's porch are stolen from the backyard.

J. Gallehue discussed potential solutions, including exploring options for relocating dumpsters, enhancing security measures, and coordinating with local law enforcement

Chair Porter suggested the newly elected Mayor, Mary Robichaux, reach out and encourage them to patrol the area more. J. Corcoran to reach out to Pennrose and find out if they have any intentions of putting up cameras when the construction is completed.

Chair Porter entertained a motion to move into the Executive Session to discuss real estate development. On motion by Commissioner Gould and seconded by Commissioner Wheeler. General Session ended by 2:04 pm and moved into the Executive Session by 2:05 pm.

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

Nays: None

## **ADJOURNMENT**

Motion to adjourn was made by D. Wheeler and seconded by B. Keelan with no opposition at 2:37 pm.

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John Corcoran  
Secretary to the Board  
Roswell Housing Authority

