



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
February 10, 2026 at 12:30 pm

Present:

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

Staff:

John Corcoran – Executive Director

Guests:

Beth Brown, Gainesville Housing Authority
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 Offices
Ed Mihich - St. Vincent dePaul at St. Peter Chanel Church
Mary Robichaux, Mayor, City of Roswell
Jason Downs, City of Roswell Water Utility
Chris Boyd, City of Roswell Water Utility
Patti Weathersbee, City of Roswell
Preston Thompson, City of Roswell

Absent: Donzell Jackson – Vice Chair

There being a quorum present, Chair Porter called the meeting to order at 12:08:02 pm with a quick roll call confirming a quorum was present.

MINUTES

Chair Porter conducted a roll call and approved the minutes from the previous Board meeting on January 13, 2026. On motion by Commissioner Wheeler and seconded by Commissioner Gould.

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

Nays: None



J. Corcoran briefly mentioned minor fortune printing on all these documents and would love to go with just the budget comparison, and if, hard copies needed will bring the copies; we are printing 10 copies. There was no need to vote on this matter and Chair Porter would like a print copy. Commissioner Keelan suggested the full packet for pdf (**always attached to the invitation to the meeting**) to view and for your records.

FINANCIAL REPORTS

T. Dixon presented financial updates for December showing negative variances due to write-offs and utility expenses. For Myrtle Street, December 2025 Balance Sheet had a total cash of over \$38,000 and Assets at \$44,000. Payables \$10,000 with approved liability at \$90,000, equity of \$131,000 with total equity and liability over \$1,246,000. Positive Cash in the budget comparison and a net rental income of \$5,000 due to the unpaid rents write-offs.

Pelfrey Pines December 2025 Balance Sheet total cash \$327,000, reserves of \$220,000 with receivables over \$54,000 and total assets \$600,000. Current payables at \$28,145, equity at \$730,000 and total liability equity is \$1,774,000. Rent adjustments of \$18,000 contribute to the variance of \$19,000. Revenue came down to \$7,000 and we have a total revenue of -\$5,700. Negative variance for payroll expense, \$397, due to maintenance salaries but a positive variance for general administrative expenses. Over budgeted for advertising and marketing, with a positive variance of \$8,400 in utilities. Overall, NOI was -\$10,000 due to maintenance repair, plumbing, electrical, and HVAC.

SECRETARY AND MANAGEMENT REPORT

- a. **Development Update:** B. Brown provided a general update on construction progress, noting a temporary stop work order due to drainage issues, which has since been resolved. Penrose ran into one major issue with drainage that hit the properties due to heavy rain. While going through zoning, in the plan approval, there was some opposition and concerns from some of the homeowners at the bottom of the hill about the problems with some of the drainage in there. Meetings were held and it was still an issue, so the city issued a stop work on the property temporarily until they resolved the issue. Penrose came up with a permanent solution when it was during the intermediate time while they were building the detention pond area and under construction, and got it resolved. Working on Phase 2 to close financing in the first quarter of the year but working on a financing gap to get Hudson Capital as syndicator investor appropriations funding. B. Brown discussed potential funding applications for Phase 2 of the development, with concerns raised about meeting the \$2 million commitment. Plans were reviewed for relocating residents from the quad site to make way for new construction, estimating a cost of around \$110,000 over 9 months for the housing authority.

B. Brown discussed a proposal from Penrose to stop leasing and move residents out, but J. Corcoran emphasized the importance of documenting the timeline for receiving funds. Commissioner Keelan and J. Corcoran agreed that if Penrose pays for units, it would be a moral obligation to not displace families unnecessarily. It was decided to continue leasing as long as possible, with a potential cut-off point of 90 days before opening, to allow residents time to find new housing. The need to disclose the project timeline to residents and agreed that helping residents relocate was ultimately not their primary responsibility was also discussed.

J. Corcoran will update the Board on status of meeting with Mayor Robichaux and Fulton County regarding the \$2M funding and provide clarity. J. Corcoran will send request to Beth/Penrose to attend meeting and explain how tax credit application showed full funding and now has a \$1M shortfall.

There are potential names for the Penrose Development and are Bickery Creek Grove, Grove Way, Bickery Grove or Grove Residence. No decision needs to be made before maybe next meeting.

J. Corcoran will review and confirm appraisals for Myrtle Street and Pelfrey Pines properties.

NEW BUSINESS

Water Department team, including Patty, Chris, and Jason, explained their automated metering system and customer alert program. Water leaks were addressed and to improve communications between the Housing Authority and the Water Department. J. Corcoran presented a financial analysis of the impact of stopping leasing, which would be implemented next month, with clarity on Penrose's funding expected in the next couple of weeks. Roswell Utility Department team, led by C. Boyd, explained their AMI network and customer support system, and discussed ongoing issues with leaks. They emphasized the need for better communication and faster response times to address leaks. The potential for the Housing Authority to sign up for the Aqua customer portal to receive alerts about water usage was discussed. L. Smith (SEO) will send detailed payment and adjustment spreadsheets for affected residents (H1 and G3) to the Board.

T. Dixon discussed ongoing water leak issues, particularly focusing on Building H1 where a resident had extremely high-water usage of 1,700 gallons per day and detailed the sequence of events since February 2024, including multiple vendors attempts to fix leaks and the city's eventual intervention by providing sewer adjustments totaling \$1,872.71 to Juan Carranza Alvarez's account. Roswell utility agreed to pay \$653 on behalf of Juan as per P. Weathersbee and the Housing Authority will pay the balance. Building H1 and G3 are fixed and repaired.

Water billing issues were addressed and tenant concerns at a housing complex. J. Corcoran discussed strategies to settle accounts and provide accurate payment records. It was agreed to make residents in certain units whole for excessive water bills. They also addressed concerns about a tenant, D. Waters, who had been without water for an extended period. Potential solutions for mobility issues faced by another resident were discussed and planned to offer her a new unit. It was agreed to follow up on various maintenance and repair projects, including roof repair and resurfacing work. The plan is to improve communication between property managers and residents regarding water issues.

J. Corcoran will forward the email chain regarding water leak communications to all relevant Board members to review.

J. Corcoran will provide excel spreadsheet showing all property addresses, unit types, vacancies, and new property unit allocations.

J. Corcoran will share cell phone numbers with all Board members as discussed at the end of the meeting.

Chair Porter entertained a motion for a Resolution to make the residents in G3 and H1 full for the excessive water bill. On motion by Commissioner Wheeler and seconded by Commissioner Gould.

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

Nays: None

J. Corcoran will arrange for wellness check on Unit B3 (D. Waters) to ensure resident's safety.

Chair Porter requested business cards. The RHA Board do not want Name Plates and NO badges.

GENERAL ANNOUNCEMENTS

There were no general announcements to be aware of.

PUBLIC COMMENT PERIOD

Visitor, Ed Mihich, asked a question about the normal average attrition monthly. J. Corcoran answered, two or three units vacating every month and would apply to the whole property. Individual tenant's leases are usually one year.

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 1:46:51 pm and moved into the Executive Session by 1:47:09 pm.

Ayes: N. Porter, 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 2:30:07 pm.

John Corcoran
Secretary to the Board
Roswell Housing Authority

