



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

March 10, 2026 at 12:00 pm

Present:

Nathan Porter – Board Chair
Don Wheeler – Commissioner
Carolyn Gould – Commissioner
Brendan Keelan – Commissioner
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)
Maisie Parkinson, Housing Authority of DeKalb County Executive Offices
Lee Hills, Roswell City Councilwoman
Mary Robichaux, Mayor, City of Roswell
Preston Thompson, Chief of Staff to Mayor Robichaux of Roswell
L. Will Eckstein, Regional Vice President, Pennrose
Randy Clack, Developer, Pennrose
Ed Mihich - St. Vincent dePaul at St. Peter Chanel Church
Randy Knighton, City Administrator, City of Roswell
Sara May
Teresa Lin

There being a quorum present, Chair Porter called the meeting to order at 12:03 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 February 10, 2026. On motion by Commissioner Gould and seconded by Commissioner Keelan.

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

Nays: None



FINANCIAL REPORTS

J. Corcoran presented the January financial updates for Myrtle Street and Pelfrey Pines in the absence of T. Dixon. J. Corcoran reviewed the balance sheets and the budget comparisons noting no major changes across the properties. Myrtle Street is 96% occupied but reflects an \$8,000 income shortfall; additionally, a new water leak was discovered and will be addressed via ultrasound technology. Pelfrey Pines is 92% occupied, though two scheduled move-ins were delayed by missing paperwork. Overall, both properties remain on budget, despite repair and maintenance overages - \$10,000 at Myrtle Street and \$4,800 at Pelfrey Pines - driven primarily due to HVAC replacements and upcoming inspections.

The Board agreed to have two financial review meetings to address accounting discrepancies, with the next meeting scheduled for two weeks' time.

City fees for the two residents were confirmed, but the checks were not cut because the responsible individual had a medical emergency. They will deliver the checks upon their return. A new leak was discovered at Myrtle under Building G; however conventional plumbing methods failed to locate the source. The management team is considering a leak detection tool developed by Tim Johnson as a cost-effective alternative to excavation. Additionally, J. Corcoran addressed occupancy rates, clarifying that while the dashboard showed 92% occupancy, the actual rate is 73% (or 0.73% if accurate).

J. Corcoran and J. Gallehue are tasked with sending an update to the Board in two weeks regarding status and progress of the Myrtle Street water leak issue, including results of using the new ultrasound tool and any updates from the water department. J. Corcoran will clean up the operating account and transfer funds as needed and provide updated financials at the next meeting or within two meetings. J. Corcoran to update the Board on the status of IT fee breakdown for Commissioner Wheeler at the next meeting.

J. Gallehue to provide a recap at the next Board meeting of the status of work orders/complaints (for example, mold/suspected growth, window, baseboard issues including documentation of completion and communication to residents. J. Corcoran to renegotiate the terms of the \$2 million loan to include cash flow payments and progress payments, and report back to the Board.

SECRETARY AND MANAGEMENT REPORT

Development Update: Two Pennrose representatives, L. Will Eckstein and Randy Clack, provided an update on construction progress and project timeline. Partial completion is expected in January, with full completion following in February. R. Clack explained that pre-leasing will begin in the fourth quarter, with applications accepted around October. He also noted that they were awarded a tax credit in September 2025 and are working with the DCA to meet thresholds for full approval in April. W. Eckstein discussed the current \$600,000 budget gap for Phase 2, expressing confidence that ongoing conversations with funding sources will fill it. The team is also refining the site plan for efficiency and has received an electricity offer from Hudson Capital. While targeting a first-quarter closing, the Pennrose team noted the exact date depends on the official carryover allocation from the DCA. Finally, Commissioner Jackson raised concerns regarding property maintenance, specifically the lack of proper checks and communication. J. Corcoran acknowledged these challenges and stated they are updating their operations manuals to address them.

The group agreed to begin communicating the anticipated construction timeline to residents with the first right of refusal. Chair Porter expressed frustration regarding last-minute requests and emphasized the need for advance notice to allow for proper review. Pennrose agreed to provide all information ahead of future meetings.

The Board discussed naming the Phase 1 construction project. Commissioner Gates suggested a community-focused approach where residents could submit suggestions. It was agreed that potential names would be compiled by both the Board and community, with a deadline set for the end of the week. This will be followed by resident input before the next Board meeting. They also discussed including color schemes in the naming process and planned a site visit for the Board, potentially on April 14th at 11:30.

J. Corcoran and J. Gallehue to send the proposed color schemes for the new property branding to the Board and residents and integrate them into the naming/branding feedback process. J. Corcoran to schedule and confirm a Board site visit for Phase I construction targeting April 12th at 11:30 am and communicate details to all relevant parties. J. Corcoran will update the Board at the next meeting on the status of funding applications (e.g., Federal Home Loan Bank AHP, Georgia DCA, House ATL, etc.) including any items that require Board review or signature.

J. Corcoran and J. Gallahue will send letters to current residents eligible for the first right of refusal to return to new units. These letters will update them on construction progress, provide expected move-in dates, and request they inform management of any changes to their contact information.

NEW BUSINESS

No New Business to discuss. Commissioner Wheeler asked J. Corcoran to discuss the current processes, noting that some may not yet be fully in effect and that the maintenance man has only been tenured for two months. J. Corcoran advised that this topic be reserved for Executive Session. Commissioner Wheeler then inquired about the maintenance checklist used to identify and prioritize repairs. J. Corcoran explained that the primary challenge is staff adoption. To address this, the checklist to a mobile app that sends specific tasks, such as which quadrat to inspect. J. Corcoran noted this struggle is not unique to Roswell but is an industry-wide issue involving both technical glitches and the difficulty of training staff to follow new digital procedures.

J. Gallehue discussed the need to address ongoing community issues, particularly regarding mold and maintenance. She emphasized the importance of using the term "suspect growth" instead of "mold" when reporting such issues, as only experts can definitively identify it. Additionally, J. Gallehue highlighted the need for a checklist to track progress on residents' concerns and suggested creating a more comprehensive inspection process. While mentioning that work orders for previous window and baseboards problems are complete, she also noted the need to update the management office's hours and website to improve accessibility.

J. Gallehue discussed the town hall meeting's success, highlighting collaboration with the mayor and police. She mentioned the SFI division's efforts to increase foot traffic and address safety issues. The team discussed plans for inspections and code enforcement, as well as challenges faced by residents, such as cleaning and maintenance. They also touched on upcoming funding opportunities and the need for volunteers to assist residents. Commissioner Gould shared information about a local housing collaboration group and invited others to attend. The discussion ended with liability concerns regarding volunteer assistance and the potential for future collaboration with local ministries.

It was resolved that J. Gallehue and J. Corcoran would send a recap of the recent town hall meeting, including issues raised and actions taken, to the Board for distribution.

GENERAL ANNOUNCEMENTS

There are no general announcements, except that the HUD Inspection has been rescheduled. There is also a secondary inspection involving a new task force for code enforcement. These are separate events; the NSPIRE Inspection is set for the 31st.

It was suggested to use volunteers to help residents in their homes before these inspections. However, J. Corcoran raised a concern regarding liability and indemnity. If volunteers perform maintenance-type work without insurance, the city or the property could be at risk. Previously, a volunteer group from Roswell was advised by legal counsel that they could be held liable for injuries or damages. The attorney advised against using outsourced volunteers for maintenance because the property lacks the funds to cover potential insurance claims or legal issues.

J. Corcoran will send out notices updating the Board and residents on the new meeting time/location for the April 14th meeting (12:00 pm at construction site).

PUBLIC COMMENT PERIOD

Lee Hills opens the public comment period with three main points. First, L. Hills suggested inviting the mayor and council to the site review to maintain transparency. Second, L. Hills urged the Board to accelerate the Phase 2 design. She noted that bringing the Phase I design before the review Board last year was extremely helpful and should be repeated. Once renderings are available for the standalone building and the four-person unit, review Board members may be willing to review them early. Finally, L. Hills clarified that the issue is mildew, not mold, despite the mayor's comments. L. Hills stated this has been documented and is likely due to residents not using air conditioning or a potential risk.

J. Gallehue reemphasized that rather than using the word "mold," we should use the phrase "suspect growth," unless a sample is analyzed in a lab, it is impossible to confirm it is mold. Because the exact nature of the growth is not documented, it remains technically unknown. While it can result from Georgia's weather, it often stems from violations such as not using exhaust fans, condensation on windows, or residents failing to run their air conditioning to control the climate. We strive to use "suspect growth" because we are not experts, and using the word "mold" can lead to litigation. Are you fully aware of the reports regarding "suspect growth?"

Commissioner Gates expressed concerns about the portrayal of property management issues in the media and emphasized the importance of accurate reporting and follow-up inspections. She discussed the need for better communication and documentation of issues raised during town hall meetings, suggesting that having representatives attend these meetings would be beneficial.

Commissioner Gates and Commissioner Gould were assigned to attend the North Fulton Collective (North Houston Housing Collaboration) meeting and report back to the Board. J. Corcoran and J. Gallehue will develop and distribute a checklist of inspection items and property preservation maintenance issues to the Board. They will also track progress on addressing items raised by residents and the Mayor.

Chair Porter entertained a motion to enter Executive Session to discuss property management staffing challenges and real estate development. On a motion by Commissioner Wheeler, seconded by Commissioner Keelan. The General Session ended at 2:09 pm and the Board entered Executive Session.

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

Nays: None

Chair Porter entertained a motion to move back into the General Session to adjourn at 3:03 pm. On motion by Commissioner Wheeler and seconded by Commissioner Gould.

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

Nays: None

ADJOURNMENT

Chair Porter moved motion to adjourn and seconded by Commissioner Gates. There being no opposition, the meeting adjourned at 3:03 pm.

John Corcoran
Secretary to the Board
Roswell Housing Authority

