

**Board Meeting Minutes
July 15, 2025**

The Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Administration Office, 937 Thrash Circle, on the 15th day of July 2025, at 12:04 p.m.

Chairman Clark called the meeting to order and Commissioner Veal gave the invocation. Those present and absent were as follows:

Present

Ernestine Thomas Clark – Chairman	Toni Sawyer - DHA Attorney
Rosemary Street Nixon – Vice Chairman	Clara Graham – Executive Director
J. L. Veal – Commissioner	Sandra Gore – Director of Operations
Irene Murray – Commissioner	
LiNetha Munford – Commissioner	
Sandy Fillmore – Resident Commissioner	

Absent

None

Agenda & Minutes

Chairman Clark asked for a motion to approve the July 15, 2025 Agenda, and the May 20, 2025, Board Meeting Minutes. Commissioner Veal made the motion to approve the July 15, 2025 Agenda, and the May 20, 2025, Board Meeting Minutes and Resident Commissioner Fillmore seconded the motion. Ayes carried with no questions raised.

Pending Issues

Chairman Clark stated next is the pending issues. There are no pending issues to discuss.

Legal Issues

Ms. Toni Sawyer stated there are no legal issues to discuss. Ms. Sawyer stated I wanted to make you all aware that HUD has updated a lot of forms. One form where the mayor signed has a place for the City Administrator to sign now based on your Fiscal Year End. Ms. Sawyer stated these updated forms have taken place in the last two weeks.

Director of Operations

Ms. Gore presented the following information to the Board:

- Leasing Report as of July 10, 2025. DHA had 1 move-in(s), 0 make readies, 2 move-out(s) and our occupancy percentage is 98%. DHA has 19 move-in(s) year-to-date and 23 move-out(s) year-to-date.
- Management Report for June 30, 2025. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$87,579.16 and Total Security Deposits for Authority 11, 12, & 13 are \$96,640.00.
- Charge-offs for the months of April 2025 & May 2025 total \$4,921.67. Chairman Clark asked for a motion to approve the Charge-offs. Commissioner Murray made the

motion to approve the Charge-offs for the months of April 2025 & May 2025 & Resident Commissioner Fillmore seconded the motion. Ayes carried with Resolution # 25-15-07-681.

Executive Director

Ms. Graham stated the first item is Lincoln Financial Life Insurance ownership change. Ms. Graham stated that the Douglas Housing Authority has Life Insurance for the Housing Authority full-time employees. Once an employee resigned, retired, or was terminated from employment the Housing Authority would turn the Life Insurance over to the employee. Lincoln Financial is now informing the Housing Authority that we have to change ownership of the Life Insurance back to the individual and in this case it is Corey. Once ownership of the life insurance is changed Corey can continue to pay his life insurance or cash the policy in. Chairman Clark asked for a motion to approve the change of ownership from the Housing Authority back to Corey. Vice-Chairman Nixon made the motion to change the ownership of the life insurance policy back to Corey and Commissioner Veal seconded the motion. Ayes carried Resolution # 25-15-07-682.

Ms. Graham stated the next item is the Cafeteria Plan which is the Douglas Housing Authority's flexible Benefits Plan and will be effective 7/1/25 – 6/30/26. All full-time employees are eligible for insurance and benefits after 3 months. Chairman Clark asked for a motion to approve the Cafeteria Plan effective 7/1/25 – 6/30/26. Commissioner Munford made the motion to approve the Cafeteria Plan effective 7/1/25 – 6/30/26 and Vice-Chairman Nixon seconded the motion. Ayes carried with Resolution # 25-15-07-683.

Plan Agenda

Chairman Clark stated the next item is to plan the agenda for the September 16, 2025, Board Meeting. Chairman Clark stated the September 16, 2025 Board Meeting will be cancelled due to the GAHRA Annual Conference.

General Discussion

Ms. Graham stated the first item she would like to discuss is the Roundtree Center Rental Agreement. Ms. Graham stated we had a renter who rented the center for a family gathering and wanted to use the outside water faucets for a waterslide. The water faucet outside the Roundtree Center is capped but the church allowed the renter to use their water for the waterslide. The reason our outside water faucet is capped because we had an incident where the water was left on outside all weekend. I am asking to amend the Roundtree Center Contract to charge a fee for the use of the outside water faucet. The renter has to say whether they want the center on Saturday or Sunday because in order for them to rent the center on Saturday somebody has to meet the renter with the key on Saturday so they can decorate. If they want the center on Sunday then somebody has to meet them on Saturday so they can decorate. We try not to rent the centers back-to-back so somebody can check the center in between events but right not everybody is having family reunions, birthday parties, showers, and they are being booked back-to-back. Now we make sure the renter has the center clean and they will pass the key on because they know the people who has it rented. Commissioner Munford stated if the water was turned on for the renters on

Saturday then who would turn the water off. Ms. Graham stated the Maintenance Man on call would have to turn the water off on Sunday morning if the renter on Sunday did not pay for the water.


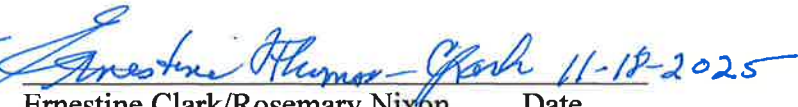
DHA Attorney, Ms. Sawyer, stated a checkbox could be added to the contract for the renter to check if they want to use the outside water faucet for an additional fee. Commissioner Murray stated this is what the city does when you use the kitchen at the Weir Center there is an additional fee. Ms. Graham asked the Commissioners what does the additional fee need to be. After much discussion, it was decided that whatever fee is charged some will be overcharged and some will be undercharged according to if they are barbecuing or have the waterslides and what the charge would if the Maintenance Men has to come out and turn off the water. Ms. Graham asked for the Commissioners to make a motion for Toni Sawyer to amend the Roundtree Center Contract and add a checkbox to use the outside water faucet for an additional fee of \$75 per day. Chairman Clark asked for a motion for Toni Sawyer to amend the Roundtree Center Contract and add an additional fee of \$75 per day to use the outside water faucet. Commissioner Veal made the motion for Toni Sawyer to amend the Roundtree Center Contract and add an additional fee of \$75 per day to use the outside water faucet and Vice-Chairman Nixon seconded the motion. Ayes carried with one Commissioner opposing the fee amount. Resolution # 25-15-07-684.

Ms. Graham stated the City of Douglas has sent her some information concerning a project on Bryan Street Circle it is the sidewalk improvements at 4 different locations. The City of Douglas is only doing one project in housing and the location is as you go into Bryan Circle on the Fales Street Side. The city wants to take some of the Housing Authorities Property to make a circle of cement for curbing. They have sent a request and some paperwork for Housing Authority to sign giving them approval. They want to pay the Housing Authority \$540.95 for the right of way and easement. Ms. Graham stated she wants to know how they came up with the amount to give us. The city stated the amount is a fair market price. Ms. Graham stated she thinks this needs to be turned over to Toni for her to handle to make sure we get our money if we are due more money. Ms. Graham stated the Housing Authority may not be due anymore money she just doesn't know. Toni stated she has worked with cities before and they come up with a price per square foot. They figure up how much they need and they will offer you an amount. Toni stated it is a good price based on a formula. Chairman Clark stated she thinks it is something to keep the pedestrians from walking in the road. Toni Sawyer stated before the Commissioners make a decision since it is Housing Authority Property you have to go through HUD whether you make a decision today or not. Toni Sawyer stated a motion needs to be made on forwarding the information to HUD because it is a sell of property that was purchased with HUD Funds and you need approval from HUD. Chairman Clark asked for a motion to table the sell of Housing Authority property to the City of Douglas until the information is forwarded to HUD and an approval is received from HUD. Commissioner Murray made the motion to table the sell of Housing Authority Property to the City of Douglas until the information is sent to HUD for review and approval and Resident Commissioner Fillmore seconded the motion. Ayes carried. Resolution # 25-15-07-685

Chairman Clark asked Ms. Graham what happened on the Court Date. Ms. Graham stated it has been continued until August 5, 25. Ms. Graham stated what Chairman Clark is talking about is a tenant that has received an eviction and is refusing to move because she thinks the Housing Authority is retaliating because she reported she had bugs. The Maintenance Men have checked her apartment, the Health Department and Code Enforcement has been to her apartment and there are no termites, roaches, bedbugs, or any bugs. The tenant has a lot of salt down. The tenant is being evicted because of unauthorized guest. She was told on several occasions to come in and report her guest or fill out the paperwork for a caretaker and she would not come in. When she was mailed a certified letter she would not sign for the letter. She requested a grievance hearing and she appeared but her counsel did not. She refused to proceed with the hearing so she received an eviction. Toni stated she did not mention this under legal issues because a dispossession is routine because we go through this all the time.

Adjourn

Chairman Clark asked for a motion to adjourn the Board Meeting. Vice Chairman Nixon made the motion to adjourn the Board Meeting and Commissioner Murray seconded the motion. Ayes carried with the Board Meeting adjourning at 12:40 p.m.

	11/18/25		11-18-2025
Clara S. Graham	Date	Ernestine Clark/Rosemary Nixon	Date
Secretary		Chairman/Vice-Chairman	