



**A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE COMMERCE HOUSING AUTHORITY,
WAS HELD ON TUESDAY, OCTOBER 26, 2021.**

The Commissioners of The Commerce Housing Authority of Commerce, Georgia, met for a Regular meeting at the Commerce Housing Authority Main Office, at 8:30 a.m. on Tuesday, October 26, 2021.

The meeting was called to order at 8:30 a.m. by the Chairman. Those present and absent were recorded as follows:

Present: Melissa Morris
Linda Potts
Trey Spear

Staff: Beth Brown
Shanna Kennedy
Hilda Cardenas

Absent: Archie Chaney
Stella Strickland

There being a quorum present, Ms. Melissa Morris called the meeting to order at 8:30 a.m.

MINUTES

Minutes from the last meeting of August 24, 2021 were presented for approval. On Motion made by L. Potts and seconded by M. Morris, the minutes were approved.

Ayes: M. Morris, L. Potts, T. Spear

Nays: None

Absent: A. Chaney, S. Strickland

FINANCIAL REPORT

There were no financials to report.

SECRETARY REPORT

Beth Brown informed the Board that the on-site property manager is continuing to perform housekeeping inspections and meeting with the residents.

Beth Brown advised the Board that the GHA staff is helping with the application waiting list update. The staff has entered all 289 paper applications into our software system. The applications date from 2002 to 2021. Staff have sent out purge letters asking all applicants to declare their continued interest in our program. Applicants must respond no later than November 1, 2021, or they will be withdrawn from the wait list.

Beth Brown informed the Board that we are in the process of inventorying tools, equipment, and stock.

Beth Brown informed the Board that GHA's goal is to have normal unit turns "Rent Ready" in five days or less.

Beth Brown advised the Board that we are currently reviewing contacts with lawn care and pest control.

NEW BUSINESS

No new business

There being no further business, on motion made by L. Potts and seconded by M. Morris, the meeting was adjourned.

SEAL

ATTEST:

Secretary to the Board:
Beth Brown, Executive Director