



**A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE COMMERCE HOUSING AUTHORITY, WAS HELD ON TUESDAY, SEPTEMBER 27, 2022.**

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, September 27, 2022.

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

**Present:** Linda Potts  
Melissa Morris  
Trey Spear  
Stella Strickland

**Staff:** Beth Brown  
Shanna Kennedy  
Kim Anderson

**Absent:** None

**Visitors:** Andre Rollins

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

**MINUTES**

Minutes from the last meeting of June 28, 2022 were presented for approval. On Motion made by L. Potts and seconded by T. Spear, the minutes were approved.

Ayes: M. Morris, L. Potts, T. Spear, S. Strickland  
Nays: None  
Absent: None

**FINANCIAL REPORT**

Beth Brown reviewed the August 2022 financials with the Board. The financials were accepted on motion made by T. Spear and seconded by M. Morris.

Ayes: M. Morris, L. Potts, T. Spear, S. Strickland  
Nays: None  
Absent: None

**SECRETARY REPORT**

Beth Brown advised the Board that we have restricted how we approach annual recertifications and they are now conducted on everyone's anniversary date vs. all at one time each year.

Beth Brown informed the Board that there is currently one (1) vacancy, and it is expected to occupy no later than mid-October.

Beth Brown advised the Board that we conducted our annual UPCS inspections that are required by HUD. We are currently preparing for a HUD REAC inspection that is scheduled for October 4<sup>th</sup>, 2022. The last REAC inspection was scored in the mid-sixties.

Beth Brown informed the Board that the number of late rent payments has decreased.

Beth Brown informed the Board that we would like to adopt a Maintenance Charge Policy. This is a typical policy used by PHA's to charge for damages caused by residents, not general wear, and tear.

Beth Brown informed the Board that Commerce Housing Authority has a new website. It is [www.commercehousing.org](http://www.commercehousing.org)

Beth Brown informed the Board that we will be distributing quarterly newsletters to keep residents informed of events, due dates. Policy changes, etc.

#### **NEW BUSINESS**

On motion made by L. Potts and seconded by T. Spear the Pet Policy was approved. Resolution 2022-2.

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

Nays: None

Absent: None

On motion made by M. Morris and seconded by L. Potts the Maintenance Charge Policy was approved. Resolution 2022-3.

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

Nays: None

Absent: None

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

SEAL

ATTEST:

---

Secretary to the Board:  
Beth Brown, Executive Director