



**A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE COMMERCE HOUSING AUTHORITY, WAS HELD ON  
TUESDAY, DECEMBER 16, 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, December 16, 2021.

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  
Stella Strickland  
Archie Chaney  
Trey Spear

**Staff:** Beth Brown  
Shanna Kennedy  
Hilda Cardenas

**Absent:** Melissa Morris

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

**MINUTES**

Minutes from the last meeting of October 26, 2021 were presented for approval. On Motion made by A. Chaney and seconded by T. Spear, the minutes were approved.

Ayes: L. Potts, T. Spear, A. Chaney, S. Strickland

Nays: None

Absent: M. Morris

**FINANCIAL REPORT**

Beth Brown reviewed the October 2021 and November 2021 financials with the Board. The financials were accepted on motion made by T. Spear and seconded by A. Chaney.

Ayes: L. Potts, T. Spear, A. Chaney, S. Strickland

Nays: None

Absent: M. Morris

**SECRETARY REPORT**

Beth Brown advised the Board that the GHA staff is continuing to help 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 Applicants that did not respond by November 1, 2021, were withdrawn from the wait list.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**

On motion made by L. Potts and seconded by A. Chaney the TARS Write off's were approved. Resolution 2021-9.

Ayes: L. Potts, T. Spear, A. Chaney, S. Strickland

Nays: None

Absent: M. Morris

On motion made by L. Potts and seconded by A. Chaney the 2022 Operating Budget was approved. Resolution 2021-10.

Ayes: L. Potts, T. Spear, A. Chaney, S. Strickland

Nays: None

Absent: M. Morris

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

SEAL

ATTEST:

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Secretary to the Board:

Beth Brown, Executive Director