



Housing Authority of Queen Anne's County

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Executive Director

Katya Lindsey

Board Members

Richard D. Cira

Courtney Billups

Mike Arntz

Judy Kropfelder

Tina M. Trice

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BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

March 13, 2023, 4:00 p.m.

Present:

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Chairperson: Cira, Richard D.	X	
Billups, Courtney	X	
Arntz, Mike	X	
Kropfelder, Judy	X	
Trice, Tina M.	X	

- **CALL TO ORDER**

- Prayer
- Pledge of Allegiance

- **Approval of Minutes**

- **Approval of Minutes from February 13, 2023**

- i. Chairman Billups asked members of the board if they reviewed the previous meeting minutes. Commissioner Billups made a motion to approve the meeting minutes. Commissioner Arntz seconded the motion. Commissioners Cira, Billups, Arntz, Trice, and Kropfelder voted yes. The motion carried.

- **NEW BUSINESS**

- i. Ms. Lindsey stated that there was no new business and asked the board if there was anything that they wanted to discuss. Commissioner Billups stated that a board member came to him regarding charge late fee on a late fee. Ms. Lindsey stated that there is not a charge for a late fee on a late fee. Ms. Lindsey explained per the lease any outstanding balance is consider additional rent and can be assessed a late fee if it the balance is not satisfied. Commissioner Billups stated he is not comfortable of charging the late fee for a late fee. Ms. Lindsey stated that it is additional rent on the account. The balance must be at zero to not accumulate fees. Commissioner Arntz asked is there a way to charge a lessor fee. Ms. Lindsey stated that the system is designed to place late fees on outstanding balances. She doesn't believe it can be adjusted to put a lessor penalty on some accounts versus others. Commissioner Kropfelder asked if the board could see a copy of the lease so they could better understand the lease. Ms. Lindsey stated she would email a copy of the lease. Ms. Eaton, a Grasonville Terrace resident shared that she had been given a late fee. She claimed that late fee was due to no one picking up the rent daily during the beginning of the month. She stated she continued to get a late fee and finally paid it. Ms. Lindsey stated she would review the account. There is a more discussion on late fees.

- **OLD BUSINESS**

- **Financial/Monthly Update**

- i. Commissioner Billups stated he wanted to commend Executive Director Lindsey on the vacancies. He stated that was a problem. Commissioner Cira stated there are 4 vacancies at Grasonville Terrace and they are not ready for occupancy. Ms. Lindsey stated that is correct. We had one tenant we had to transfer due to occupancy standards, one unit was in bad shape, one unit should be ready by the end of the week, one should be ready by April 1. One unit, Ms. Lindsey, wasn't satisfied with the appearance of the unit. Had more work completed in the unit. Ms. Eaton asked regarding a helper asked if she could get a two bedroom and have someone live with her. Ms. Lindsey stated that we can address that when the time comes for Ms. Eaton to need additional assistance. Ms. Lindsey stated the two bedroom was intended for property management. That is why there is only one two bedrooms. Ms. Eaton would need to make a request with Property Management and there would be an internal discussion and review of policies.

- **PUBLIC COMMENT**

- i. Ben Jones-Grasonville Terrace
 - There is a 14-day policy for visitors. Stated that he had the same issue when his mother lived in Foxxtown. He stated the same rules applied there apply to here (Grasonville Terrace).
 - Also stated he was unable to get cable in the unit. Wants to know the policy of the satellite dish.
- ii. Suni Titherington-Grasonville Terrace
 - Asked about cable providers in the area because Breezeline is expensive.
- iii. Donna Eaton-Grasonville Terrace
 - Stated she received a lease violation for satellite dish on the roof. Stated it wasn't on the roof.
- iv. Arlene Jewell-Grasonville Terrace
 - Stated she was not making a statement regarding her cable. She stated that Ms. Titherington is on an end unit and doesn't have much space for a satellite dish to get reception.

Ms. Lindsey stated the apartments are already wired to Breezline. If you want satellite the dish must go where you control. Meaning it can go on your front or back porch. It may not go on the roof as it damages the structure. There is some discussion regarding this among the board members regarding an antenna being placed on the property.

Chairman Billups thanked all those who attended the meeting.

- **ADJORNMENT**

Commissioner Billups made a motion to adjourn the meeting at 4:30PM. Commissioner Trice seconded. Commissioners Cira, Billups, Kropfelder, Arntz, Trice voted yes. The motion carried.