

CITY OF NORTH LITTLE ROCK
RESIDENTIAL HOUSING FACILITIES BOARD

MINUTES OF A MEETING HELD MONDAY, NOVEMBER 23, 2015

A meeting of the City of North Little Rock Residential Housing Facilities Board was held on Monday, November 23, 2015 at US Pizza Company located in Little Rock, Arkansas.

The meeting was called to order by Chairperson Waller at approximately 11:46 a.m. Those in attendance were Judy C. Waller, Bishop D.L. Lindsey and Ashley Hight. Also present at the meeting were Mr. Rodney Thomason, Mr. Elwood Bonner and Ms. Ann McClure with MAHC, Inc., Mr. Doug Martin, Manager of Parkstone Place, Mr. Sam Hilburn with Hilburn, Calhoun, Harper, Pruniski & Calhoun, Ltd. and Ms. Dawn Harmon.

First, the Board reviewed the minutes of its September 3, 2015 meeting. A motion was made by Ms. Hight, seconded by Bishop Lindsey, to approve the minutes of its September 3, 2015 meeting as submitted. The motion carried unanimously.

Mr. Doug Martin then updated the Board on the day-to-day operation of Parkstone Place. He stated there are currently seven (7) vacancies. Recently, there have been four deaths and three residents were transferred to an assisted living facility. Currently, there are four deposits for new move-ins.

One of the vacant apartments has a leak which they have been unable to locate. Therefore, Mr. Martin stated that until such time as the leak can be repaired, this apartment will not be leased.

The planter project approved at the September meeting is in the bidding phase and will be started in the spring of 2016.

The elevator project has been started. However, the scope of the work and the original bid price were increased. Mr. Martin advised the Board that when ThyssenKrupp Elevator Americas initially proposed battery lowering for the elevators, the price only included the kit itself and failed to account for six microprocessor boards and software that are needed for each unit. With the increase in scope the labor involved increased as well. The additional equipment and labor increased the price from \$4,500 to \$12,900. Mr. Martin further stated that he contacted Mr. Hilburn, the Board's attorney, immediately upon receiving the new information. Mr. Hilburn then contacted

the Board Chairperson, Ms. Judy Waller, to discuss the difference in the bid price and actual price of the total project. A decision was made that due to upcoming winter weather and the age of the residents, this project was classified as an emergency, and needed to be completed. After further discussion, a motion was made by Ms. Hight, seconded by Bishop Lindsey, to ratify the Executive Decision of the Chairperson and approve the added expense for the elevator project. The motion carried unanimously.

The Board then reviewed the proposed Christmas bonuses for Parkstone Place employees submitted by management. It was noted supervisors would receive \$200 and a turkey, all other employees would receive \$100 and a turkey. At that time a motion was made by Ms. Hight, seconded by Bishop Lindsey, to approve the Christmas bonuses, as proposed, for the Parkstone Place employees. The motion carried unanimously.

Upon motion made by Ms. Hight, seconded by Bishop Lindsey, the Board unanimously approved payment to Hilburn, Calhoun, Harper, Pruniski & Calhoun, Ltd. the sum of \$73.19 for out-of-pocket costs for the period of September 2015 through November 23, 2015.

Next, Mr. Thomason asked the Board to consider items for the upcoming 2016 budget. He said he would like to propose that the Board consider a long range budget for five years. Mr. Martin asked that the Board consider an additional \$200/month increase in the marketing budget. At that time, the Board said they would coordinate their calendars with Mr. Thomason's schedule to further discuss the upcoming budget.

There being no further business to come before the Board, the meeting was adjourned by Chairperson Waller at approximately 12:41 p.m.

APPROVED:

Respectfully submitted,

Judy C. Waller, Chairperson

Cathy McGlothlin, Secretary