

**Caldwell Housing Authority  
January 14, 2013 Regular Meeting  
Minutes**

**Board Members Present:** Estella Zamora, Phares Book and Jim Blacker, Sid Freeman and Beronica Salazar

**Staff Members Present:** Mike Dittenber, Cheri Hess and Ruben Buenrostro

**Board Members Absent:** Patricia Benedict

**In Order of Business:**

**1. Roll call and call to order:**

Estella called the meeting to order at **6:35 p.m.**

**2. Review of the December Minutes:**

Note: No minutes for December because there was not an official meeting for lack of quorum. After review of the November Minutes, Estella Zamora made the motion to approve the November, seconded by Sid, and approved by the Board at **6:36 p.m.**

**3. Treasurer Financial Report:**

Cheri presented the December financials and the January financials since there was not December meeting. Mike provided a year-end budget summary that showed CHA was 3.3% over budget during 2012. Mike provided a list of those line items that exceeded the Rural Development 10% threshold. Those line items included vehicle repair, painting appliances, doors and windows, electricity, legal expenses, office supplies, and the Labor Camp Reunion.

Motion was made by Phares that each Board Member reviews a section of the budget, and familiarize themselves with that section of the budget, so more informed decision about the budget can be made. Seconded by Sid and approved by the Board at **7:38 p.m.**

Motion was made by Sid to approve the November and December financials; Seconded by Phares and approved by the Board. **7:44 p.m.**

Motion was made by Phares that CHA adjust its budget to account for a 20-unit (or 9% vacancy contingency). Seconded by Sid and approved by the Board.

**4. Administrative Report:**

Mike reported on the new accounts opened at the bank to separate the security deposits from the CHA general accounts. RD has been asking for this for some time. Cheri indicated she needed the Board Members to sign the appropriate paperwork.

Mike provided the Board with an update on the wastewater project.


**5. New business:**

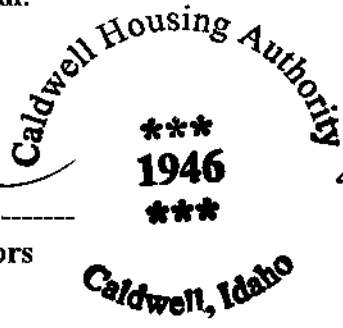
Mike made a PowerPoint presentation showing the Board the excessive satellite dishes on the roofs of the apartment. He pointed out the damage and hazards to the property. No action was taken on this item.

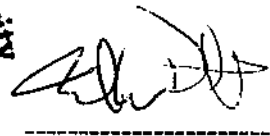
**6. Adjournment:**

Meeting was adjourned at 8:50 p.m.

**Certified:**

  
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Vice President, Board of Directors



  
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Executive Director