

**CITY OF FARMINGTON HILLS
HOUSING REHABILITATION LOAN BOARD MEETING MINUTES
April 5, 2023 @ 8:30 A.M.
Zoning Conference Room
Website: www.fhgov.com; Telephone: (248) 871-2545**

LOAN BOARD MEMBERS PRESENT: John Goshorn, Dara Gaucher, Brande Smith, Tracy Clark, and Samuel Ramsey III.

LOAN BOARD MEMBER ABSENT: None.

OTHERS PRESENT: Tracey Emmanuel, CD Coordinator, Lee Cox, Housing Rehabilitation Specialist.

1. **CALL MEETING TO ORDER** – The meeting was called to order at 8:32 a.m. by Chair John Goshorn.
2. **APPROVAL OF THE AGENDA** – Motion by Samuel, seconded by Tracy to approve the agenda as presented. Approved 5-0.
3. **APPROVAL OF THE MINUTES OF March 8, 2023** – Motion by Dara, seconded by Brande to approve the Minutes of March 8, 2023, as submitted. Approved 5-0.
4. **PUBLIC COMMENT** – None
5. **REVIEW OF APPLICANTS**
 - A. HRP 0908 (Section 03)
Work requested: Roof & gutter replacement, chimney repair, ext. door replacements, grab bars, door sidelight repair, mold on shower floor tiles. Motion by Samuel, seconded by Brande to qualify owner for both a grant and a deferred loan, to be split at 50% each of the total cost. Staff to bid the work needed, to exclude shower floor tiles. Approved 5-0.
 - B. HRP 0909 (Section 05)
Work requested: Roof & gutter replacement, windows, attic insulation, porch repair, siding, garage door replacement, exterior door replacement. Motion by Tracy, second by Brande to qualify owner for a deferred loan. Staff to bid the work needed. Approved 5-0.
 - C. HRP 0910 (Section 26)
Work requested: Roof & gutter replacement, windows, siding, awning replacement, porch repairs. Motion by Tracy, seconded by Brande to qualify owner for a grant. Staff to bid the work needed. Approved 5-0.
6. **REVIEW OF BIDS**
 - A. HRP 0242M (Section 04)
Work included: Roof & gutter replacement. Motion by Tracy, seconded by Brande to approve low bid by Renaissance Roofing for \$14,830.00. Approved 5-0.
7. **OTHER BUSINESS**

- A. Housing Rehabilitation Program FY2022-23 Third Quarter Report – Report was reviewed and accepted with a request that the CDBG grant total allocated for housing expenditures be noted in the report.
- B. Nomination and Election of Officers – Current officers: John Goshorn - Chair, Dara Gaucher - Vice Chair, and Brande Smith - Secretary have accepted nomination for another year. Motion by Tracy, seconded by Samuel to accept the slate as presented. Approved 5-0.

8. DISCUSSION ITEMS

A. Loan Board Meeting Packet Contents

To protect confidential homeowner information and reduce the time and resources used to create the current Loan Board meeting packets, Staff proposed that the packets include: the loan application, synopsis sheet, photos, and a proof of income worksheet. The income worksheet would replace the tax returns and other sensitive income data. Discussion ensued and all agreed to the changes as proposed, with the addition of a note on the Synopsis sheet relative to State Equalized Value (SEV) dollar amount is equal to two times the actual SEV. Additionally, electronic packets were discussed. The City does not have encrypted email capabilities, but with the removal of sensitive information, we could try sending electronic packets. It was decided we will continue to hand deliver the packets and send them electronically for the next meeting.

9. ADJOURNMENT: The meeting adjourned at 9:07 a.m.

Respectfully Submitted by: Tracey Emmanuel