

# HILLMAN HOUSING CORPORATION



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## HILLMAN BOARD MEETING RECAP

Board Meeting, July 17, 2019

### AGENDA AND KEY DECISIONS

#### 1. Sales and Subleases

All sales and subleases under consideration were approved.

#### 2. Manager's Report

- Elevator update (on schedule, F-building malfunction due to a software glitch and has been corrected)
- Bed bug update (one active case that is scheduled for treatment)
- New Board members data request status (still being processed by management)
- Deaerator replacement project update (bids are currently being solicited)
- E/F laundry rooms update (four electrical dryers will be temporarily placed in the E/F laundry room)

No major decisions were made during the Manager's Report.

#### 3. Board Committees Reports

**Finance Committee:** The Board voted to implement a revised and earlier budgeting process. The Board voted to have Management document its current check signing process and for the Finance Committee to work on general check signing process improvements. YTD vs. Budget financials was discussed. The Board discussed potential spending cuts and voted to suspend catered meals during board meetings.

**Garage:** The Board voted to release a garage update to shareholders.

**Buildings and Grounds:** The Board discussed maintenance / vendor quality assurance. No decision was made.

#### 4. Review Sublet Spreadsheet

The Board is analyzing and reviewing sublet fees. No decision was made.

#### 5. Board Operations Discussion

**Electronic Board Voting:** The Board voted to implement an electronic voting process, to allow for structured Board decisions in between board meetings.

**Management Report Template:** The Board requested an advance written report going forward to support Manager's Report on the board agenda.

**Communications:** The Board voted to release board meeting recaps within one week after meetings.

#### 6. Shareholder Letters

The Board reviewed letters and decided on a revised process to triage and answer letters. The Board discussed and acknowledged the hardship for the F-building, F-line residents due to gas outage. The Board took action to develop a proposal. No decisions were made.