

# DRAFT

## ROOSEVELT CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS MINUTES OF MEETING November 5, 2025

### COMMISSIONERS PRESENT:

Beau Hancock, Chairperson  
Harold Huff, Vice-Chairperson  
Lynn Snow, Commissioner

### COMMISSIONERS EXCUSED:

Joshua Bake, Commissioner  
Rebecca Pittman, Commissioner

### OTHERS PRESENT:

Margaret Chatwin, Executive Director

1. CALL TO ORDER. The meeting was called to order by Chairperson Beau Hancock. Roll Call of Commissioner's in attendance was made.
2. PUBLIC HEARING – (As Necessary)
3. APPROVAL OF PUBLIC HEARING - (As Necessary)
4. APPROVAL OF MINUTES SEPTEMBER 3, 2025 – Regular Session

Chairperson Beau Hancock inquired if the Board had reviewed the Minutes of the September 3, 2025, meeting, and if there were any questions, comments, or changes. There were no questions, comments, or changes.

MOTION: Motion by Vice-Chairperson Harold Huff to approve September 3, 2025, Minutes as written.

SECOND: Second by Commissioner Lynn Snow.

VOTE: Unanimous

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## 5. APPROVAL OF EXPENDITURES – AUGUST AND SEPTEMBER 2025

Chairperson Beau Hancock inquired if the Board had reviewed the August and September 2025 expenditures, and if the Board had any questions, comments, or concerns. Commissioner Lynn Snow inquired about the increase of Admin Fee earned for June 2025 as shown on the spreadsheet. Executive Director Margaret Chatwin stated that when the admin expenses are high, HUD will increase the Admin Fee paid to make up for the difference. Noting that the admin expenses in June were also higher than usual.

Commissioner Lynn Snow inquired about the extra expense in May 2025 for the Crown at King's Peak. Executive Director Margaret Chatwin stated that the extra \$2,900 was for an audit expense. Commissioner Lynn Snow inquired about the increase in the rent due amount for Crown at Meadowlark Acres between July to September. Executive Director Margaret Chatwin stated that in July two units were rented at Meadowlark Acres. In August three units were rented and by September all 6 units had been rented. The ongoing rent amount to be collected will be \$7,722.

MOTION: Motion by Commissioner Lynn Snow August and September 2025 payments as presented.

SECOND: Second by Vice-Chairperson Harold Huff.

VOTE: Unanimous.

## 6. FORMAL ACTIONS

### APPROVAL OF FYE 03/31/2025 FINANCIAL AUDIT

Chairperson Beau Hancock inquired if the Board had reviewed the FYE 03/31/2025 Financial Audit and if there were any questions, comments, or changes. There were no questions, comments, or changes.

Executive Director Margaret Chatwin stated that there were no findings but there was one suggestion for improvement which has been passed on to the accountants.

MOTION: Motion by Vice-Chairperson Harold Huff to approve the FYE 03/31/2025 Financial Audit.

SECOND: Second by Commissioner Lynn Snow.

VOTE: Unanimous.

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## PAYMENT STANDARDS - HOUSING CHOICE VOUCHER PROGRAM

Executive Director Margaret Chatwin stated that every year in the fall HUD releases the Fair Market Rents. Roosevelt Housing Authority creates the Payment Standard from those amounts by multiplying it by 110%. The higher the Payment Standard the less the participants have to pay out of pocket for rent. This year the payment standard increased so it will benefit the participants.

MOTION: Motion by Commissioner Lynn Snow to adopt the Revised Payment Standards at 110% of the Fair Market Rents.

SECOND: Second by Vice-Chairperson Harold Huff.

VOTE: Unanimous.

## SALARY REVIEW:

MOTION: Motion by Commissioner Lynn Snow to move to closed session for Salary Review.

SECOND: Second by Vice-Chairperson Harold Huff.

VOTE: Unanimous.

MOTION: Motion by Commissioner Lynn Snow to come out of closed session.

SECOND: Second by Vice-Chairperson Harold Huff.

VOTE: Unanimous.

Chairperson Beau Hancock proposed a 3% increase for Executive Director Margaret Chatwin with a \$300 Year End Bonus.

MOTION: Motion by Commissioner Lynn Snow to approve the Salary Increase and Year End Bonus.

SECOND: Second by Vice-Chairperson Harold Huff.

VOTE: Unanimous.

## 7. OTHER

### CLOSURE OF HCV WAIT LIST:

Executive Director Margaret Chatwin made the Board aware that HUD will not be able to give Roosevelt Housing Authority any extra funding to add new participants to the program for 2026 and possibly 2027. Since there are 54 applicants currently on the waiting list, the wait could be several years. That being the case, the waiting list has been closed in accordance with the Admin Plan. As a side note many other Housing Authorities are in the same situation, including Myton Housing Authority who will be closing their waiting list in December.

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8. ADJOURNMENT

MOTION: Motion by Commissioner Lynn Snow to adjourn the meeting.

SECOND: Second by Vice-Chairperson Harold Huff.

VOTE: Unanimous.