



Windermere

Port Townsend, WA 98368

July 30, 2019, 5:30-7:30PM

### **I. Call to order:**

Roll Call: Paul, Mark, Jesse, Justine, Tobi, Regan (remote)

Approval of Minutes from 7/10/19: M/S/P

Adoption of Agenda: M/S/P

Public Comment:

### **II. Old Business:**

- WA Housing Finance Commission – 1% loans.
  - **Mark & Justine will met up to research.**
- Phase Two permits – Terrapin's offer
  - \$20,000 for construction drawings for entire building and permit.
  - Estimate of 3 months
  - 1.5 month out pricing set
  - After drawings are done, we get a final bid
  - Estimate of 8 months for construction
  - **Mark will ask about whether part of their time will be donated.**
  - Separate contract proposals with Terrapin:
    - 8 months of project management by Terrapin would be \$32,00
    - In addition, construction administration would be \$40,000
- **Motion to accept Terrapin's first contract of \$20,000 for drawings and a Phase II permit. M/S/P**
- Summary of meetings:

Timmons' responses to Mark's email:

  - Talk to Nora and ask her to make Project manager funding a grant to HB
  - Permit fees waived

### **III. New Business:**

- Port Angeles Update
  - One is in foreclosure, another is vacant property.
  - **Mark will speak with Attorney**
  - **Tobi will reach out to Sandy and Rhea for advice.**

- **Paul will look at the PA houses to get a better sense for what's happening over there.**
  - Construction Insurance
    - Waiting for more information from Bob Little. Potentially our insurance will cover.
  - Church Meeting & Land Swap
    - **Mark will reach out to set up a meeting** to update them.
  - GAAP (Financial) Analysis/Project Estimate
    - Waiting for proposal from Bob Little
  - City Update
    - **Paul will ask Stinson to put us on the City Council agenda in a month.**
  - Multi Family Permit
    - May need a commercial building permit app instead. Do we need a Binding Site Plan App? Relevant for condominiums.
  - Grants page - <https://housingsolutionsnetwork.org/funding-sources/>
  - Pre construction meeting notes
    - We still need them.
  - Plywood on windows and doors
    - **Mark & Blair will cover doors & windows with plywood** - as requested by insurance.
  - Permit Fees: Land use permit fees are not waived. **We still owe for Conditional Use Permit.**
  - Meeting with Nora to update her: **Tobi will reach out to Nora.** Mark and Tobi will be at meeting.
  - Drawings
    - Terrapin has drawings needed. Coker Designs has not sent drawings.
  - Joyce and girders not aligned in two areas. May be causing the bulges. Is this David's responsibility as a contractor – question. Dealt with in next phase.
  - Executive Director
    - **Justine will reach out to Churches.**
    - **Paul will speak with Heather Dudley-Nolette**
- IV. Closing Business:
- Reminder: HB New PT Address is: PO Box 1537

**Next meeting: Tuesday August 20th at 5:30-7:30pm**

