MINUTES

The Regular monthly meeting of Housing Opportunities Corporation of Potter County was called to order at 5:12 pm, on Monday August 18, 2025, at 109 Market Street, Coudersport PA 16915

Board Members present: Jeff Wilcox, Shawn Wolfinger, Ron Rapp and Jason Fourness.

Board Members absent: Loren Fitzgerald.

Others present: Rick Duzick, and Anne Leete, Solicitor.

OPENING

1.1. The Chairman called the meeting to order.....……...……Mr. Wilcox

1.2. The Vice-Chairman called the roll…….……..……..….……Mr. Wolfinger

1.3. Approval of the June, 2025, Regular meeting minutes……...….…….....Mr. Wilcox

The June, 2025 Regular monthly meeting minutes were approved as submitted. Motion by Shawn Wolfinger and second by Jeff Wilcox. All in favor. None opposed.

1.4. Approval of the June and July, 2025 Bills.……..……..…Mr. Wilcox

The June and July, 2025 bills were approved as paid. Motion by Shawn Wolfinger and second by Ron Rapp. All were in favor. None opposed.

2. OTHER BUSINESS……Mr. Wilcox/Mr. Duzick

2.1.1. Mr. Duzick updated the Board on the property drainage issue adjacent to the Mountain View property. The Board went into Executive Session to discuss possible options available to resolve the issue.

2.1.2. Mr. Duzick gave an overview of the Tenant Grievance policy which will be added to Tenant and Lease documents for the HOCPC complex. Resolution #2025-08-02HO, was approved by the Board. A motion was made by Shawn Wolfinger and a second by Ron Rapp. All were in favor. None opposed.

2.1.3. Mr. Duzick offered Resolution#2025-08-01-HO for acceptance of the single audit 3 year contract for the fiscal year period of 2025, 2026 and-2027. A motion was offered by Ron Rapp and a second by Shawn Wolfinger to accept the bid of $20,000 per year. All were in favor. None opposed.

2.1.4. Executive Session opened at 4:32 p.m. Real Estate matter were discussed with our Solicitor. Upon exiting the Executive Session at 5:05 p.m. the Board requested that the HOCPC continue discussion with the property owner to resolve the drainage issue.

3. CLOSING

3.1. Motion for adjournment…….…… Mr. Wilcox

There being no further business, the regular monthly meeting was adjourned at 5:14 p.m., on a motion by Shawn Wolfinger and a second by Jeff Wilcox. All were in favor. None were opposed.

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Ron Rapp Asst. Secretary-Treasurer