

MINUTES OF DECEMBER 19, 2025 REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF SUNNYSIDE, WASHINGTON, HELD AT THE SUNNYSIDE
HOUSING AUTHORITY ADMINISTRATIVE OFFICE PURSUANT TO NOTICE PREVIOUSLY ISSUED

Chairperson Melba Fujiura called the meeting to order.

CALL TO ORDER

Commissioners present or participating remotely: Melba Fujiura, Mae Haney, and Jesse Gonzales.

1. ROLL CALL

Staff present: Elizabeth Alba, Executive Director.

There was no public comment.

2. PUBLIC COMMENT

Jesse Gonzales made the motion to approve the Consent Agenda including Minutes of November 19, 2025, Regular Meeting, Payment of the Bills for the Month of November 2025 and Financial Reports. Mae Haney seconded the motion. Motion passed.

3. CONSENT AGENDA
a. Minutes
b. Payment of the Bills
c. Financial Reports

Regarding the above payment of the bills for the month of November 2025, it is noted that checks audited and certified by the Auditing Officer as required by R.C.W. 42.24.180 have been recorded on listings that have been made available to the Board. As of December 19, 2025, the Board does, therefore, by unanimous vote of participating commissioners, approve for payment those operating account checks issued in November 2025 45313 through 45402 for a total of \$180,675.83.

Elizabeth Alba, Executive Director, reported that the Washington State Auditor's Office (SAO) contacted her in early December to discuss the 2024 Accountability Audit. This audit will cover years 2022, 2023 and 2024. A list of documentation requested has been started to be uploaded and the audit will begin once Novogradac has the 2024 Financial Audit completed.

4. REPORTS
a. 2024 Accountability Audit
b. 2024 Financial Audit

Novogradac has requested additional documents from SHA staff for completion of the 2024 Financial Audit. There has been difficulty locating documents – especially from Ad-West which manages Sunnyview and Rainier Park Apartments. We want the audit concluded by the end of the year, but a final date has not been established.

Resolution 2025-28
A Resolution to Write-off Uncollectible Accounts.

Jesse Gonzales moved to approve Resolution 2025-28 as presented. Mae Haney seconded. All in favor.

Resolution 2025-29
A Resolution for HUD approving the Operating Budget

Jesse Gonzales moved to approve Resolution 2025-29 as presented. Mae Haney seconded. All in favor.

Resolution 2025-30
A Resolution updating the Admissions and Continued Occupancy Policy (ACOP) – Chapter 8

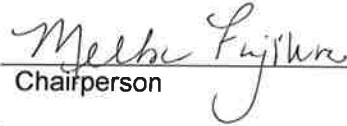
Jesse Gonzales moved to approve Resolution 2025-30 as presented. Mae Haney seconded. All in favor.

5. RESOLUTIONS AND ACTIONS
a. Resolution 2025-28: Write-off Uncollectible Accounts
b. Resolution 2025-29: HUD PHA Board – Operating Budget
c. Resolution 2025-30: Updating ACOP, Chapter 8

With no further business to come before the meeting, the meeting was 6. ADJOURNMENT adjourned.



Attest, Secretary



Chairperson