

**COLUMBIA CITY HOUSING AUTHORITY MEETING MINUTES**  
**Regular Session**  
**Common Council Chambers of City Hall, Columbia City, Indiana**  
**January 16, 2024**  
**5:00 p.m.**

**Members Present:** Bryan Graham, Chair  
Matt Curry, Vice Chair  
Laticia Banuelos  
Jennifer Duff  
Mike Malcolm  
Jennifer O'Connor  
Steffanie Powers

**Also in Attendance:** Chip Hill, Community Development Director  
Brooks Langeloh, Managing Broker, Orizon Real Estate, Inc.  
Brandon Ferrell, Managing Broker, The Ferrell Group - Keller Williams Realty  
Tina Houser, Managing Broker, The LT Group Real Estate  
Atalie Honaker, Managing Broker, The LT Group Real Estate

**Call to order/Roll call/Minutes**

Chair Bryan Graham called the meeting to order. All CCHA board members were present and other guests were in attendance as listed above. Mike Malcolm was introduced to the board as the newest member, filling the position previously held by Joyce Linder. Bryan Graham asked for a motion to approve the December minutes. Jennifer Duff made a motion to approve the minutes, seconded by Laticia Banuelos. A vote was taken; passed unanimously.

**Election of Chair, Co-Chair, and Secretary**

Chair Bryan Graham opened the floor for the nominations of officers. Jennifer Duff moved to nominate Steffanie Powers as Secretary, seconded by Laticia Banuelos. A vote was taken; passed unanimously. Jennifer Duff moved to nominate Matt Curry as Vice Chair, seconded by Jennifer O'Connor. A vote was taken; passed unanimously. Jennifer Duff moved to nominate Bryan Graham as Chair, seconded by Laticia Banuelos. A vote was taken; passed unanimously.

**Discussion with Brokers Re: listing of Van Buren Home**

Brooks Langeloh, Managing Broker for Orizon Real Estate, Inc., presented open and exclusive listing options for listing of the Van Buren home. After discussion with the brokers in attendance at the meeting had been completed, Jennifer Duff moved to list the Van Buren property with a real estate agency, seconded by Matt Curry. A vote was taken; passed unanimously.

The following terms for listing the Van Buren home were decided on by the CCHA:

- The real estate agent will receive a \$1,500.00 listing fee payment and there will be a 2% buyer's agent commission (BAC);

- There is a stipulation that the buyer of the Van Buren property must live in the house for at least five years (minimum five years of owner occupation) and this should be noted on the MLS listing in a section visible to real estate agents;
- The agent will have professional pictures taken of the property;
- The agent will list the property and start open houses the following Sunday after listing;
- The initial listing price will be \$239,900.00; the price will be dropped if there is insufficient movement on the home after two weeks;
- The agent will provide updates and feedback regarding the house to Vice Chair Matt Curry, who will be the CCHA representative to communicate with the agent;
- The listing brokerage will be determined by a live drawing; any interested brokerage that was represented at the current meeting will be in the drawing.

Jennifer O'Connor moved to approve the above parameters for the listing of the VanBuren property, seconded by Jennifer Duff. A vote was taken; passed unanimously. Decisions and terms about the listing of future properties will be made on a case-by-case basis.

### **Update on VanBuren Home**

Matt Curry informed the board that 8-10 parties had looked at the house and had liked it. Other feedback included that the house was larger than they had expected and that they were looking for a place with four bedrooms. It was noted that someone in the community had suggested that the porch and fence be painted black. Bryan Graham will request an updated ledger regarding the Van Buren property from Clerk Treasurer Rosie Coyle to be shared with the board at the next regular meeting.

### **Landlord Registration List**

Mike Malcolm will join the Landlord Registration List Committee. The committee will meet in the near future to discuss potential rules and regulations regarding the Landlord Registration List. Jennifer Duff will ask Rosie Coyle for a list of homes that do not have homestead exemptions and Bryan Graham will confirm the jurisdiction of the CCHA.

### **Other**

Bryan Graham will meet with Lori Shipman regarding grants potentially available to the CCHA which could enable CCHA activity on other properties. Specific details regarding grants and potential properties for CCHA activity will be discussed further at future meetings.

### **Adjournment**

Bryan Graham asked for a motion to adjourn. Jennifer Duff moved to adjourn, seconded by Jennifer O'Connor. The meeting was adjourned at 6:05 p.m.

*Submitted by Steffanie Powers, Secretary*