

COLTA Business Meeting Minutes

Meeting Date: January 7, 2014 (Rescheduled from 12/10/13-Inclimate Weather)
Location: Takoma Park Community Center, Hydrangea Room
Attendees: Commissioners Munger, Sutton, Wakelyn, Myers, Forrest-Doyle, King
Staff: Moses A. Wilds, Jr., Landlord-Tenant Affairs

A quorum being present, Vice-Chairperson Peter Munger called the meeting to order at 7:00pm and requested that the commissioners introduce themselves. Following the commissioners' introductions, Lauren Price (absent due to illness) and Peter Munger were unanimously approved to continue respectively as Commission Chairperson/Vice-Chairperson.

The next meeting agenda item was a review of Membership Roster Information during which Mr. Wilds received corrections from Commissioners Forrest-Doyle and King. Mr. Wilds requested that Commissioners immediately advise him of any changes in their contact information. He also requested that Commissioners respond to calls/emails from the COLTA Executive Director and the Landlord-Tenant Office as soon as possible. Mr. Wilds indicated that calls from the COLTA Executive Director usually relate to questions about case decisions and calls from the Landlord-tenant Office are usually related to securing commissioners to serve on hearing panels.

The next agenda item was a review of the 2014 hearing dates with Mr. Wilds requesting that any commissioner having scheduling conflicts be identified. Commissioners Wakelyn and Sutton indicated conflicts with three tentative hearing dates in February, March and May. Mr. Wilds indicated that commissioners will receive hearing notices and related hearing documents approximately three weeks in advance of a confirmed hearing date.

Commissioners next expressed their approval of the previously provided COLTA Hearing Brochure and indicated they thought it gave clear and concise information on the hearing process. Mr. Wilds requested that commissioners provide him with any written suggestions for the brochure within two weeks so that they could be included in the brochure reprints. Commissioners were also requested to provide their suggestions for topics to be included in the bi-annual COLTA Newsletter.

Mr. Wilds next thanked the commissioners for providing their comments to the recently enacted changes to the city's housing code. He noted that commissioner comments regarding electronic transmission of documents between landlords and tenants, the addition of Utility Transfer/Entry Requirements to the sample Takoma Park lease, and eliminating landlord charges for bedbugs treatments were included in the recent revisions to the city's Housing Code. The commissioners agreed to provide their written comments to any future proposed changes to the Housing Code and related regulations.

Vice-Chairperson Munger made the meeting adjournment motion which received a second and the meeting was adjourned at 8:00pm.