



Asheville Housing Authority
Commission Meeting Minutes
January 25, 2017

I. Work Session

The work session was held at the Central Office at 4:01 pm. The following Commissioners were present: Chair Lewis Isaac, Member James Canavan, and Member Jennifer Pickering. The following Commissioners were absent: Vice Chair Cassandra Wells and Member Raynetta Waters

Open session:

David Nash introduced the initial agenda item for discussion during the board meeting; requesting authorization for the CEO to execute all necessary documentation in conjunction with a no-debt RAD Conversion Commitment for the conversion of Lee Walker Heights under the Rental Assistance Demonstration. David reported that will have a gross potential rent of about \$844,000. Because we have been holding vacancies until recently, the process will take from four months to one year before we are able to get to full capacity. However, we should ultimately see a \$30,000 annual surplus cash distribution from this property, that can be reinvested in this or other properties.

David Nash discussed the second agenda item; requesting approval of the Amended Capital Fund Program budgets to support the RAD conversion. David explained that we propose to move \$271,878 from the Capital Fund to the RAD line item to be carried over to the converted property. In addition, all remaining public housing operating funds will be converted over as well.

David announced that there were two additional agenda items: the annual update of HCV utility Allowances and a resolution regarding the Eastview unit the Board has previously approved for financing to HACA resident. Brandy Woodard explained the annual update on utility allowances based upon HUD's guidelines. She reported that these adjustments are made based on a comparison of area utility costs for this year and last year. These adjustments will only affect those receiving a utility allowance, which includes most tenant-based voucher participants.

Djuana Swann explained that the board had previously approved the purchase and sale of Eastview Condominium, Unit #49, however upon closing the Attorney handling the closing has requested a formal resolution in order to proceed. Djuana Swann requested that the board approve the resolution in order to complete the closing process.

Gene Bell provided the board with an update regarding Deaverview Apartments. He announced that the camera installation at Deaverview was complete. Gene, Lewis, and

Jennifer will go out and speak with residents concerning the situation in Deaverview in order to get their feedback.

Shaomin presented the explained the year-end financial report. Comparing that budget with actual shows some slight differences. David explained that the COCC appears to have gotten worse, but that was based on a planned expense for the roof replacement at the Edington Center, and is actually a positive result. In November 2015, the Board had approved expenditure of up to \$297,000 from COCC net revenue reserves, but in the end we only had to dip into the reserves for about \$65,000.

Work session ended at 4:44 pm.

II. Regular Meeting - Call to order

Chair Isaac called to order the regular meeting of the Board of Commissioners at **5:06 pm on January 25, 2017**, held at **Lee Walker Heights, 50 Wilbur Avenue, Asheville, NC 28801**. Teresa Jenkins conducted roll call. The following Commissioners were present: Chair Lewis Isaac, Member James Canavan, and Member Jennifer Pickering. The following Commissioners were absent: Vice Chair Cassandra Wells and Member Raynetta Waters

III. Approval of minutes from last meeting

James Canavan made a motion, seconded by **Jennifer Pickering**, to approve the minutes. The Commissioners unanimously approved the minutes of **December 14, 2016**.

IV. Bills and Communications

Gene Bell announced that there would be a Southside Town Hall meeting held at the Grant Center on Tuesday, January 31, 2017 to discuss the revitalization of the Walton Street pool. Gene encouraged everyone to attend the meeting.

Gene announced that the video camera installation at Deaverview was completed last week. He also shared that letters were mailed out to the residents of Deaverview to thank them for their input and assistance in apprehending recent suspected shooters in the neighborhood. Gene along with Lewis Isaac and Jennifer Pickering are planning to go out to Deaverview and knock on doors to speak with residents and get their feedback.

Gene also discussed the kick-off meeting that was held in January. Employees were asked to provide input, which was very successful. The input received from employees was compiled into a list and we will work on addressing item going forward.

V. Report of the Secretary

a) Asheville Housing Properties

Noele Tackett reported the monthly Asheville Housing Properties occupancy submitted with the board package.

b) Asheville Housing Vouchers

Brandy Woodard reported monthly Asheville Housing Vouchers occupancy submitted with the board package.

e) Income/Expense Report

David Nash summarized the bottom line of the budgets submitted with the board package. Central office appears to be in the negative. However, we budgeted a dip into reserve for roof and floor at Edington Center. Shaomin Li has indicated that once the year-end is completed, then the numbers will change slightly, but not much.

d) Family Self-Sufficiency Report

Katelyn Mattox reported the monthly Family Self-Sufficiency participation submitted with the board package.

e) Residents Council Report

Residents Council announced that they were extending the “My Community Matters” project from five to seven weeks. A fundraiser will be held for the Resident Council at The Hop ice cream parlor. The proceeds will be used to assist residents impacted by the fires in Pisgah View last month. The Resident Council will raise money on an on-going basis to assist these residents. Gene requested that the Resident Council get information about future fundraisers or events out to everyone.

Gene announced that he was receiving increased concerns about trash in the developments, so he requested that the Resident Council have the kids in “My Community Matters” come up with slogans to put in the developments to deter littering and promote a sense of community pride. This will be a competition for a prize. Gene asked that this project be in place by the end of March for the summer. There will be a panel of judges established to vote on the best slogan.

New Business

1. Authorization for the CEO to execute all necessary documentation in conjunction with a no-debt RAD Conversion Commitment for the conversion of Lee Walker Heights under the Rental Assistance Demonstration.

David explained that we are expecting to receive commitment from HUD on Friday concerning the conversion of Lee Walker. If we are able to close by March, then tenant vouchers will be available in April. Based on the RAD conversion rents and annual inflation factors, there will be a positive cash flow and long-term financial stability. He explained that we need authorization for Gene to move forward with documentation once received.

Jennifer Pickering made a motion, seconded by **James Canavan**.

The Board voted as follows:

AYE

Mr. Lewis Isaac

Ms. Jennifer Pickering

NAY

Mr. James Canavan

The Chair declared the motion carried.

2. Approval of Amended Capital Fund Program budgets to support the RAD Conversion.

David explained that there are small pots of money from HUD designated to replace burned units that were eliminated from our inventory in 2011, along with other annual capital fund awards specifically for Lee Walker. Under RAD we have the authority to move all of those funds to the converted RAD development for short and long-term needs. This item sees approval of that transfer.

James Canavan made a motion, seconded by **Jennifer Pickering**.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac

Ms. Jennifer Pickering

Mr. James Canavan

The Chair declared the motion carried.

3. Amendment of Utility Allowance Schedule for Tenants.

Brandy Woodward requested approval for updated utility allowance schedule, updated as of January 1, 2017. She explained that the new allowances will only affect residents who are responsible for paying utilities, so do not affect any of the project-based voucher residents in HACA-owned properties because HACA pays all utilities.

Jennifer Pickering made a motion, seconded by **James Canavan**.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac

Ms. Jennifer Pickering

Mr. James Canavan

The Chair declared the motion carried.

4. Approval of Resolution No. 2017-01

Djuana Swann presented a resolution that is needed to complete the purchase, finance, and sale of Eastview Unit #49, which was previously approved by the board. The closing is scheduled for tomorrow and the attorney has requested a formal resolution prior to closing.

Jennifer Pickering made a motion, seconded by **James Canavan**.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac
Ms. Jennifer Pickering
Mr. James Canavan

The Chair declared the motion carried

VII. Unfinished Business

The Board and residents were introduced again to Robert Hooper, who will be taking over management of Lee Walker Heights at the end of February. Constance Proctor will be retiring from the Housing Authority at the end of February after 43 years of service.

VIII. Public Comment

No comments.

IX. Adjournment

There being no further business to come before the Board, the meeting adjourned at 5:36 pm. The next meeting will be held at Asheville Housing Authority Central Office on February 22, 2017.



Lewis Isaac, Chair

ATTEST:



Gene Bell, Secretary

