



**Asheville Housing Authority
Commission Meeting Minutes
March 22, 2017**

I. Work Session

The work session was held at the Central Office starting at 4:13 pm. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member James Canavan, and Member Raynetta Waters. The following Commissioner was absent: Member Jennifer Pickering

Open session: Lewis Isaac called the work session to order and announced that the initial item on the agenda for discussion was a resolution. Djuana Swann presented the Lee Walker Heights RAD Conversion Resolution No. 2017-2. She explained that we are closing on the Lee Walker Heights RAD conversion. This resolution authorizes the Housing Authority to finish the process and execute all documents needed to close RAD transactions. The resolution also authorizes the CEO to sign the RAD documents on behalf of both the Housing Authority, and its wholly owned entity, Asheville Housing Works LLC. The anticipated closing month is April 2017. There is no direct cost associated with this closing, except for attorney fees. It will position Lee Walker to be self-sustaining with a more consistent Section 8 funding stream going forward, and hopefully for redevelopment as a mixed income LIHTC development in the future.

Gene Bell asked that we table the discussion regarding HACA goals and objective for the next board meeting, when Jennifer Pickering will be back.

Lewis Isaac announced that he has been contacted by an individual about purchasing Asheville Terrace. Both he and Gene Bell have responded to the inquiry, and informed the company that the property is not for sale.

Gene Bell reported that he and David Nash have met with three groups of County Commissioners in regards to our request for \$4.2 million dollars for the Lee Walker Heights redevelopment project. We will give a more detailed presentation to County Commission at their meeting on April 18, 2017. Our presentations to date have focused on how Lee Walker meets the county's priorities for affordable housing generally, expanding the number of accessible units for people with disabilities, mixed income opportunities, and increased accessibility to jobs and public transportation. Gene invited the board members to attend the April 18 meeting.

The open session ended at 4:31 pm. Based on a motion by **James Canavan**, seconded by **Raynetta Waters**, the board went into closed session to consult with outside counsel regarding an employment matter. The closed session ended at 4:55 pm.

II. Regular Meeting - Call to order

Chair Isaac called to order the regular meeting of the Board of Commissioners at **5:07 pm on March 22, 2017** at the **Arthur Edington Center, 133 Livingston Street, Asheville, NC 28801**. Teresa Jenkins conducted the roll call. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member James Canavan, and Member Raynetta Waters. The following Commissioner was absent: Member Jennifer Pickering

III. Approval of minutes from last meeting

James Canavan made a motion, seconded by **Raynetta Waters**, to approve the minutes. The Commissioners unanimously approved the minutes of **February 22, 2017**.

IV. Bills and Communications

Gene Bell reported that he and David Nash met with members of the Buncombe County Commission and requested their assistance for the Lee Walker project. The feedback received was positive. HACA has been invited to the County Commission meeting on April 18, 2017 to give a more detailed presentation.

Gene also reported that HACA partnered with the Residents Council on their trip to Wilmington.

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.

c) Financial Report

Shaomin Li presented the monthly financial report as submitted with the board packet. The overall financial standing is positive. Lee Walker Heights is currently over budget due to maintenance inspections and improvements in preparation for the RAD conversion.

d) Family Self-Sufficiency

Shaunda Sandford reported the monthly Family Self-Sufficiency participation submitted with the board package. She introduced the newest Family Self-Sufficiency Advisors, Megan Ransmeier and Karolina Hopkins.

Chavaun Letman reported on the SNAP to Skills program. This program is in partnership with Asheville Buncombe Technical Community College and the

Buncombe County Department of Health and Human Services. The program provides clients with educational and job training opportunities. At the completion of the program, clients are connected to jobs. We currently have 26 referrals, five individuals enrolled, and four individuals on the waiting list for May. Additionally, three FSS participants have accepted full-time positions with the Housing Authority.

e) **Residents Council Report**

Shuvonda Harper presented the Residents Council report. On March 10-12, the Residents Council members went to Wilmington for a “5K for Justice” event. This year the event was extended to include spoken word performances and workshops.

The applications for “My Community Matters” are available. The program targets youth ages 12-17. The applications will be distributed in each development. The application process ends in May.

The Residents Council is working on increasing efficiency and effectiveness with the curbside trash pick-up and cleaning out vacant units. They are grateful to HACA for the opportunity and for our patience as they ramp up production.

India Pearson announced that on February 28th she attended a training in Pisgah View about the proper disposal of hypodermic needles. The training was very informative and provided important safety information.

f) **Property Management Report**

Tammy Mohammed introduced the new assistant manager at Deaverview Apartments, Alexander Ruiz. Jay Gurney presented on the I-26 Connector plans for the city. Jay and Pat Hammonds attended a presentation by the NC Department of Transportation at Hillcrest Apartments on March 21. The Department of Transportation is considering the installation of a wall along I-26 to buffer noise from the interstate. They have identified a study area on the east side of Hillcrest and will poll the residents prior to moving forward with the project.

Pat Hammonds reported that she and Jay will provide an update about the performance for the developments, highlighting a different property each month. She introduced Renee Crain, Manager at Klondyke Homes. She introduced the new employee at Klondyke, Nakita Lindsey, who is also a housing resident. She also recognized other staff members at Klondyke for their hard work.

Renee Crain reported on the 2016 successes at Klondyke and the plan for 2017. In 2016, two residents became homeowners and one resident was hired as an Assistant Manager in another development. Jay Gurney highlighted the 2017 replacement reserve goals for Klondyke. Jay explained that \$330,000 will be invested in repairing and refurbishing the siding and metal supports. This project is estimated to take 3-4 years. They will be installing new mailboxes in the development, at a cost of about \$12,000. They are also working on tree removal, furnace replacements as needed, and replacing inefficient lighting fixtures in the units. Units 210 A & B in Kenilworth will be renovated into two-bedroom handicap accessible units.

New Business

1. Approval of Resolution No. 2017-2 authorizing the CEO to execute various documents in connection with the RAD conversion of Lee Walker Heights.

Djuana Swann presented Resolution 2017-2. She explained that the Housing Authority is asking for authorization to close on the conversion of Lee Walker Heights. The resolution authorizes the CEO to execute all documentation in connection with the RAD conversion on behalf of both the Housing Authority and its sole-member affiliate, Asheville Housing Works LLC.

Raynetta Water made a motion, seconded by **James Canavan** to approve Resolution No. 2017-2.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac
Ms. Cassandra Wells
Mr. James Canavan
Ms. Raynetta Waters

The Chair declared the motion carried.

2. Authorization for the Chair to execute a renewal of the CEO's employment contract through March 31, 2019.

Lewis Isaac explained that Gene Bell's contract as Chief Executive Officer is ending, and the board has decided to renew his contract for another 2 years, through March 31, 2019.

James Canavan made a motion, seconded by **Cassandra Wells** to authorize that action.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac
Ms. Cassandra Wells
Mr. James Canavan
Ms. Raynetta Waters

The Chair declared the motion carried.

VII. Unfinished Business

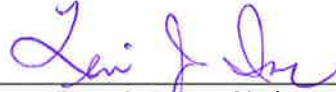
No unfinished business.

VIII. Public Comment

No comments.


IX. Adjournment

There being no further business to come before the Board, the meeting adjourned at 5:42 pm. The next meeting will be held at Asheville Housing Authority Central Office on April 26, 2017.



Lewis Isaac, Chair

ATTEST:



Gene Bell, Secretary

**HOUSING AUTHORITY OF THE CITY OF ASHEVILLE
RESOLUTION NO. 2017-2**

WHEREAS, the Authority has approved the conversion of Lee Walker Heights as the final phase of converting its full public housing inventory to project based vouchers under a Rental Assistance Demonstration ("RAD") to be closed with the United States Department of Housing and Urban Development ("HUD"); and

WHEREAS, to effectuate the RAD closing of Lee Walker Heights, various documents are required by HUD to be executed by the Authority, including but not limited to the following (the "RAD Documents"):

- a) RAD Conversion Commitment
- b) RAD Use Agreement
- c) RAD PBV HAP Contract
- d) RAD Rider to PBV HAP Contract
- e) Release of the Declaration of Trust
- f) Property Management & Lease Agreement with Asheville Housing Works, LLC
- g) Final Executed Sources & Uses or Settlement Statement
- h) Consolidated Owner Certification
- i) Certification and Assurances

NOW, THEREFORE, BE IT RESOLVED that the Authority is hereby authorized to close the RAD Conversion for Lee Walker Heights, at such time, in such manner, and with such terms and conditions as may be determined by the executive management of the Authority upon consultation with HUD, and to execute and deliver all of the RAD Documents pursuant to the RAD Conversion Commitment;

BE IT FURTHER RESOLVED that the Authority hereby authorizes Gene Bell, as its Chief Executive Officer, to sign on behalf of the Authority, the RAD Documents and any and all other documentation necessary or reasonable to effectuate the RAD closing, and to take such other actions as may be appropriate to carry out the intent and purposes of the foregoing resolutions.

BE IT FURTHER RESOLVED, the Authority is authorized to enter into the RAD Documents in its capacity as sole Member of Asheville Housing Works, LLC, (the "Owner" for purposes of the RAD Conversion) and Gene Bell, as CEO, is authorized to execute such documents and any other documents or resolutions necessary or appropriate, on behalf of the Authority as sole Member of the Owner.

Approved this 22nd day of March, 2017.



Lewis Isaac, Chair
Board of Commissioners

Attest: 

Cassandra Wells, Vice Chair