



**Asheville Housing Authority
Commission Meeting Minutes
December 12, 2018**

I. Work Session

The work session was held at the Central Office starting at 4:07 pm. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member Raynetta Waters, Member Jennifer Pickering and Member Bruce Kennedy.

Chair Lewis Isaac opened the work session with an overview of the general meeting agenda, and discussing the initial agenda item; 2019 Board Meeting schedule. Lewis asked the members of the board to review the schedule for approval. There were no objections with the proposed board meeting schedule.

Shaomin Li discussed agenda item #2; Approval of 2019 Agency-Wide Operating Budget. She explained this proposed budget was based upon the revenue trends. The contract rents increased by 2.1% effective 12/01/2018. The total operating expenses increased by 2.7% from the 2018 amended budget. The earnings from the prior year will be used to balance the budget. Finally, for Lee Walker Heights the authority has budgeted January revenue for 10 units, as well as budgeted for expenses related to some of the line items for 3 months from January 2019 to March 2019.

Shaomin Li discussed agenda item #3; Approval of Amendments to 2018 Agency-Wide Operating Budget. She explained the amendments to the previously approved budget. The vacancy loss due to holding units for Lee Walker residents was more than the allowed 3%. Section 8 HAP funds increased by 2.55%. (\$495,630) due to receiving additional HAP funds from program reserves. Total operating expenses increased by \$30,500. Capital outlay decreased by 54.29%, which is equivalent to \$190,000. Shaomin explained that for programs showing a negative bottom line, prior years' earnings will balance the budget. HAP/UAP payments decreased 2.58% due to higher vacancies due to the Lee Walker Heights transition. These funds will be used next year.

Agenda item #4; Approval of the 2019 Replace Reserve Budget was removed from the agenda and will be presented in January.

David Nash reviewed agenda item #5; Approval of Amendments to 2018 Replacement Reserve Budget. He explained that some projects were moved to next year's budget, and other projects that were added during the year that need come out of the replacement reserves. The new projects covered by budget amendments included installation of a fence along the street at Aston Garden Apartments, replacement of the AC unit protecting the elevator equipment at Altamont, replacement of deteriorated wood siding at Southside,

cameras installed in Livingston, replacement of the stairs leading to Building 28 in Pisgah View, and replacement of sidewalks and floors due to inspection requirements.

The work session ended at 4:56 pm.

II. Regular Meeting - Call to order

Chair Lewis Isaac called the regular meeting of the Board of Commissioners to order at **5:04 pm on Wednesday, December 12, 2018** at the **165 S. French Broad Avenue, Asheville, NC 28801**. Teresa Jenkins conducted the roll call. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member Raynetta Waters, Member Jennifer Pickering and Member Bruce Kennedy.

III. Approval of minutes from last meeting

Jennifer Pickering made a motion, seconded by **Bruce Kennedy**, to approve the minutes. The Commissioners unanimously approved the minutes of **November 14, 2018**.

IV. Bills and Communications

Gene Bell presented the Bills and Communications report. He shared that the Chosen group goes to the schools every Monday to greet students as they arrive at school. Beginning in 2019, the Chosen group will also be greeting the students in the county schools. The Chosen group will split the members among each school district.

The Community Unity Events will be held all summer with an event each month for kids and adults. The Asheville Housing Authority, Ministerial Alliance, and Asheville Police Department collaborate to host these events. The last event was held at Brown Temple CME Church and was successful, which helps to build community relations.

V. Report of the Secretary

a) Asheville Housing Properties

Noele Tackett reported the monthly Asheville Housing Properties occupancy report submitted with the board packet. She reported that 53 of the Lee Walker Heights residents have relocated. In October there were 38 move-ins and the average adjusted turnaround days was 18. There are 13 residents in Lee Walker Heights that haven't moved yet. The mandatory relocation begins January 1 for any remaining households.

b) Asheville Housing Vouchers

Brandy Woodard reported the monthly Asheville Housing Vouchers report for October as submitted with the board packet. She reported that there are 165 participants with vouchers out and looking. 10 mobility voucher participants leased up with private landlords. There were 26 total move-ins and 33 move-outs. HCV staff completed 286 inspections and 230 re-examinations in October.

c) Family Self-Sufficiency

Shaunda Sandford reported the monthly Family Self-Sufficiency report for October as submitted with the board packet. She reported that there were 6 new participants

enrolled in FSS. They had one participant begin escrowing and two participants anticipating home ownership closings in November.

Gene Bell reported that he and a member of the community met with the executives at Ingles regarding jobs for residents, including management level work. Most of the housing developments are located on the bus line, and the bulk of the Ingles stores are also located on the bus line.

Shaunda Sandford also reported that the I Rise Helpmate Program, a program for domestic violence survivors, has grown and has 3 women and 10 children participating in the program for transitional housing. The program participants will receive assistance from OnTrack, YWCA, Manna Food Bank, and Pisgah Legal.

Next Wednesday, December 19th at the Edington Center there will be a holiday event for the community. The purpose of the event is to assist kids with gift giving; during the event kids will give Christmas gifts to their parent and siblings. The children who participate will also receive a Christmas gift.

d) Financial Report

Shaomin Li presented the monthly financial report as submitted with the board packet. She reported that the surplus cash distributions from last year's operation outcomes skewed the numbers. As of November, the actual revenues and expenses continue the same trend as the previous month.

e) Residents Council Report

No Report.

f) Edington Center Report

No Report.

g) Property Management Report

Robert Hooper reported on the properties under his supervision. He recognized the maintenance staff for their efforts and hard work over the past year. The maintenance staff were instrumental in the completion of the following projects; Southside- flooring replacements, range and refrigerator installations (approximately one-third completed); Deaverview - pavement project completed, new basketball court and goals were installed, and HVAC systems updated; Pisgah View- replaced 3 roofs, kitchen cabinets and countertops were replaced, and bathroom ventilation completed.

Allison Smith reported that Pisgah View recently opened a dog park for the residents with pets. She also reported that they held a Senior Prom for the resident. They sent out 60 invitations to individuals in the development and 36 of the residents attended the dance. J&S restaurant catered the event. The event included a photo booth for residents to take pictures for free.

Sheri Guyton reported on the property under her supervision. She reported that Bartlett, Aston, and Altamont were short on budget, however they completed the following projects over the past year: camera replacements and LED lighting upgrades, and hallway upgrades at Aston Tower; Hillcrest- purchased a new van, LED lighting upgrades, and camera replacement; Klondyke- 70% of the siding replacement project is completed, purchased a new van, cameras upgraded, and completed 130 work orders. Sheri also recognized the shared maintenance staff for their hard work and efforts in coordinating and completing a number of projects.

VI. New Business

1) Approval of the 2019 Board Meeting Schedule

Lewis Isaac explained that the board members reviewed the proposed board meeting schedule in the work session.

Bruce Kennedy made a motion, seconded by **Raynetta Waters** to approve the 2019 Board Meeting Schedule

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac

Ms. Cassandra Wells

Ms. Raynetta Waters

Ms. Jennifer Pickering

Mr. Bruce Kennedy

2) Approval of 2019 Agency-Wide Operating Budget

Shaomin Li presented the key budgetary items from the operating budget. There was a 2.1% increase in contract rent effective 12/01/2018. The total operating expenses increased 2.7% from the 2018 amended budget. We have budgeted January revenue for 10 Lee Walker Heights units. Additionally, we have budgeted expenses for some line items for 3 months from January through March.

Raynetta Waters made a motion, seconded by **Bruce Kennedy** to approve the 2019 Agency-Wide Operating Budget.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac

Ms. Cassandra Wells

Ms. Raynetta Waters

Ms. Jennifer Pickering

Mr. Bruce Kennedy

3) Approval of Amendments to 2018 Agency-Wide Operating Budget

Shaomin Li presented the key proposed budgetary amendment items from the 2018 agency-wide budget. The vacancies were higher than the 3% budgeted due to the Lee Walker transition. The HAP funds increased 2.55% because we received additional funds based on program reserves. Operating expenses increased by .2%. Capital outlays decreased by 54.29%. The prior year earnings will be used to balance the budgets with negative balances. HAP/UAP payments decreased 2.58% due to higher vacancies.

Bruce Kennedy made a motion, seconded by **Cassandra Wells** to approve the Amendments to the 2018 Agency-Wide Operating Budget.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac
Ms. Cassandra Wells
Ms. Raynetta Waters
Ms. Jennifer Pickering
Mr. Bruce Kennedy

4) Approval of 2019 Replacement Reserve Budget

This item was removed from the agenda for this meeting.

5) Approval of Amendments to 2018 Replacement Reserve Budget

David Nash reviewed the main amendments to the 2018 Replacement Reserve Budget. He explained that funds were moved from one project to another. There were a few new items added throughout the year for the replacement reserve.

Cassandra Wells made a motion, seconded by **Raynetta Waters** to approve the Amendments to the 2018 Replacement Reserve Budget.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac
Ms. Cassandra Wells
Ms. Raynetta Waters
Ms. Jennifer Pickering
Mr. Bruce Kennedy

VII. Unfinished Business

None.

VIII. Public Comment

None.

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 on January 23, 2019 at Bartlett Arms Apartments, 121 Bartlett Street, Asheville, NC 28801 at 5:00 pm.



Lewis Isaac, Chair

ATTEST:



Gene Bell, Secretary