



Asheville Housing Authority Commission Meeting Minutes February 27, 2019

I. Work Session

The work session was held at the Central Office starting at 4:39 pm. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, and Member Bruce Kennedy. The following Commissioners were absent: Member Raynetta Waters and Member Jennifer Pickering. Lewis Isaac opened the work session by reviewing the agenda.

Brandy Woodard discussed agenda item #1, authorization for the CEO and HCV Director to submit the 2018 Section 8 Management Assessment Program (SEMAP) Certification. She explained that this is an annual requirement. The SEMAP ensures that the HCV program conducts timely and quality controlled inspections of units. This information is forwarded to HUD in Greensboro for review and submission. The Housing Authority HCV Program has been recognized as a High Performer almost every year over the last 10 and Brandy expects that recognition again this year.

Brandy Woodard discussed agenda item #2, approval of amendments to the Administrative Plan for the Housing Choice Voucher program. She reviewed the following updates to the plan: VASH/VAWA policies were updated, admission preferences were updated to include a memorandum of agreement with supportive services agencies, updated the criminal background check process and the look-back period. David Nash explained that the policy eliminates most misdemeanor convictions from the background check process. Residents are also automatically given an opportunity to respond to their background check results, if those results are negative.

David Nash discussed agenda item #3, authorization for the CFO to transfer all prepaid expenses and cash previously transferred from Asheville Housing Development, Inc. for Lee Walker Heights back to the Housing Authority. He explained that the board had previously approved to transfer of almost \$3 million dollars to HACA's affiliated non-profit. We have since learned that HUD will only allow a government entity to have a secured second mortgage subordinate to an FHA-insured first mortgage, so this money needs to be transferred back to the Housing Authority to be included in a secured subordinate mortgage from the Housing Authority to the project.

Shaomin Li discussed agenda item #4, authorization for CFO to transfer \$100,000 from COCC net revenues to Asheville Housing Development, Inc. as working capital for operating costs and future project costs. She explained that this money provides some working capital for the non-profit to pay bank fees and get started with other projects designated by the Board in the future.

David Nash discussed agenda item #5, approval of the RAD contact rent inflation adjustment for Lee Walker Heights, effective June 1, 2019. He explained that annually on the renewal date the Housing Authority is allowed to make an inflation adjustment for contract rent. This will not change the RAD tenants' income-based rent. It will help ensure that funding is available for the new developments operating expenses.

David Nash discussed agenda item #6 approval of resolution no. 2019-1, designating a hearing officer for public hearing in connection with the issuance of tax-exempt bonds. He explained that part of Lee Walker Heights financing is from tax-exempt bonds, which means we must have a public hearing. The hearing officer for this public hearing will be the Chair, Lewis Isaac. We will keep a record of comments received from those that attend and submit them to the City as part of their final approval process.

The work session ended at 4:57 pm.

II. Regular Meeting - Call to order

Chair Lewis Isaac called the regular meeting of the Board of Commissioners to order at **5:02 pm on Wednesday, February 27, 2019** at the **Asheville Housing Authority Central Office, 165 S. French Broad Ave., Asheville, NC 28801**. Teresa Jenkins conducted the roll call. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, and Member Bruce Kennedy.

III. Approval of minutes from last meeting

Bruce Kennedy made a motion, seconded by **Cassandra Wells**, to approve the minutes. The Commissioners unanimously approved the minutes of **January 23, 2019**.

IV. Bills and Communications

Gene Bell presented the Bills and Communications report. He presented on the Marvelous Math Club offered by the Asheville City Schools and UNC Asheville in partnership with HACA at Pisgah View Apartments. Gene asked the children that were in attendance to share a bit about their experience as math leaders of the Marvelous Math club. Gene and David presented the kids with gifts to acknowledge them for their hard work and participation in the club. He also recognized the parents and Marvelous Math Club staff and volunteers for their dedication and support.

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 they ended the month 91% occupied. There were 113 units that were on rehab/hold status, 63 units being prepared for leasing, and 12 ready for leasing. The average turn around days per unit was 21 days; which is a little on the higher side due to the backlog from holding units for Lee Walker Heights, but is steadily coming back online. All Lee Walker Heights residents have now been safely relocated.

b) Asheville Housing Vouchers

Brandy Woodard reported the monthly Asheville Housing Vouchers report as submitted with the board packet. She reported that there were 28 additional VASH and 28 additional mainstream vouchers added. There was 1 mobility move for the month, and 32 HCVP participants move-ins and 24 move-out. HCV staff inspected 159 units and processed 164 re-examinations.

c) Family Self-Sufficiency

Karolina Hopkins reported the monthly Family Self-Sufficiency report as submitted with the board packet. She reported that they have 238 participants in the program and 136 escrow accounts. The program had 2 new FSS participants activate escrow accounts. There was 1 resident that closed on a home during the month of January.

Eric Robinson shared that the “Do the Write Thing” program is having a writing contest, and needs volunteers to assist with scoring the submissions. This will be done on March 21st and 22nd in the Asheville City Schools board room. Information will be available for those interested in volunteering.

d) Financial Report

Shaomin Li presented the monthly financial report as submitted with the board packet. She reported that in January most of the line item were in line with the budget.

From Pg. 012 of the financial report, West Asheville installed security cameras, which was not included in their initial budget which caused the budget to be in the red. Maintenance expenses were higher than budgeted. From Pg. 013 of the report, there is a difference between actual and projected Housing Assistance Payment amounts, but the bottom line remains positive. From Pg. 014 of the report, the overall revenue for the agency is \$35,490.

e) Residents Council Report

No Report.

f) Edington Center Report

Shuvonda Harper reported for the Edington Center. She shared that the Mountain Express had done an article about Youth Arts Improvement. They will host a reception on Friday, March 1st, where the children and youth will be able to showcase their artworks and sell pieces of their art to make money.

The garden now has raised beds for planting. She shared that the park will be having an orchard coming soon. The community is invited to attend the Asheville Greenworks meeting. The arborist will assist with harvesting the apples.

The auditorium is cleaned out and waiting for the work to begin. The guys from the community are being trained to assist with the construction work.

My Community Matters is starting up and will be recruiting in the Spring.

g) Property Management Report

Robert Hooper informed the board members that the property managers would likely request a budget amendment in the later this year.

He also shared that he went to Woodridge in response to the concerns raised by Commissioner Wells last month, and asked the staff there to report concerns to the City. The trash, that was not located on our property, but was on other properties leading into ours, has been cleaned up.

Sheri Guyton reported that Asheville Greenworks will be working at Bartlett Arms apartments to plant trees.

VI. New Business

- 1) Authorization for the CEO and HCV Director to submit the 2018 Section Eight Management Assessment Program (SEMAP) Certification**

Brandy Woodard shared that this report is submitted yearly to show inspections and recertifications, and other key program requirements are being done thoroughly. The Housing Authority is requesting permission for the CEO and HCV Director to submit the SEMAP to HUD review and submission. The Housing Authority has been a “high performer” in the past and we hope to continue this trend.

Bruce Kennedy made a motion, seconded by **Cassandra Wells** to authorize for the CEO and HCV Director to submit the 2018 SEMAP Certification.

AYE

NAY

The Board voted as follows:

Mr. Lewis Isaac

Ms. Cassandra Wells

Mr. Bruce Kennedy

2) Approval of Amendments to the Administrative Plan for the Housing Choice Voucher Program.

Brandy Woodard shared that this the annual update to the administrative plan. The changes to plan which were discussed in the work session include: VASH/VAWA policy updates, updated admission preferences, and an updated background check process, along with other technical updates.

Cassandra Wells made a motion, seconded by **Bruce Kennedy** to approve the amendments to the Administrative Plan for the Housing Choice Voucher Program.

AYE

NAY

The Board voted as follows:

Mr. Lewis Isaac

Ms. Cassandra Wells

Mr. Bruce Kennedy

3) Authorization for the CFO to transfer all prepaid expenses and cash previously transferred to Asheville Housing Development, Inc. for the Lee Walker Heights redevelopment project back to the Housing Authority, so they can be included in a secured subordinate note and mortgage from the Housing Authority for that redevelopment project.

David Nash explained that the Housing Authority will have a 2nd mortgage loan on the Lee Walker Heights project that includes a \$12.6 million subordinate mortgage. In order for it to be secured by the property the loan has to come from the Housing Authority, which means we need to transfer the reserve funds back to the Housing Authority from Asheville Housing Development, Inc. to be invested in a secure manner in the project.

Bruce Kennedy made a motion, seconded by **Cassandra Wells** to authorize the CFO to transfer all prepaid expenses and cash previously transferred to Asheville Housing Development, Inc. for the Lee Walker Heights redevelopment project back to the Housing Authority, so they can be included in a secured subordinate note and mortgage from the Housing Authority for the redevelopment project.

AYE

NAY

The Board voted as follows:

Mr. Lewis Isaac
Ms. Cassandra Wells
Mr. Bruce Kennedy

- 4) **Authorization for the CFO to transfer \$100,000 from COCC net revenues to Asheville Housing Development, Inc. as working capital for operating costs and future project costs.**

Shaomin Li requested approval to transfer money from the Housing Authority to Asheville Housing Development, Inc. David Nash explained that this money could be used for working capital and other projects to be determined in the future.

Bruce Kennedy made a motion, seconded by **Cassandra Wells** to authorize for the CFO to transfer \$100,000 from COCC net revenues to Asheville Housing Development, Inc. as working capital for operating costs and future project costs.

AYE

NAY

The Board voted as follows:

Mr. Lewis Isaac
Ms. Cassandra Wells
Mr. Bruce Kennedy

- 5) **Approval of the RAD Contract Rent Inflation Adjustment for Lee Walker Heights, effective June 1, 2019.**

David Nash explained that every year RAD properties are allowed to make inflation adjustments to rents. This doesn't affect the tenant's portion. Unless the tenant's income changes, which does affect their share, this impacts only the housing assistance payments, which will go up by 2.6%. This will allow the new LLC to have a good revenue stream to maintain the new development property.

Cassandra Wells made a motion, seconded by **Bruce Kennedy** to approve the RAD Contract Rent Inflation Adjustment for Lee Walker Heights, effective June 1, 2019.

AYE

NAY

The Board voted as follows:

Mr. Lewis Isaac
Ms. Cassandra Wells
Mr. Bruce Kennedy

- 6) **Approval of Resolution No. 2019-1, Designating a Hearing Officer for Public Hearings in Connection with the Issuance of Tax-Exempt Bonds.**

David Nash explained that the Lee Walker Heights project is a \$40 million dollar project, and some of this money is from tax-exempt bonds. In order for the Housing Authority to issue the bonds, we must have a public hearing. The Housing Authority is asking to appoint the board Chairman, Lewis Isaac as the hearing officer for this hearing on March 20th, 2019 at 4:00 pm. This hearing will be published in the newspaper and public comments will be taken and recorded.

Bruce Kennedy made a motion, seconded by **Cassandra Wells** to approve Resolution No. 2019-1, designating a Hearing Officer for Public Hearings in Connection with the Issuance of Tax-Exempt Bonds.

AYE

NAY

The Board voted as follows:

Mr. Lewis Isaac

Ms. Cassandra Wells

Mr. Bruce Kennedy

VII. Unfinished Business

None.

VIII. Public Comment

Allison Smith shared that Councilwoman Sheneika Smith and Acting Chief Wood with the Asheville Police Department came out to Pisgah View conducting community outreach. Shuvonda Harper said they also made an appearance at the Edington Center at an event.

Mr. Roy Harris questioned if there had ever been a Charter School located in a Housing Authority area. It was suggested that Mr. Harris check with DPI & Francine Delaney for information regarding Charter Schools. Gene Bell acknowledged and thanked Mr. Harris for his efforts and involvement within our community and at the Edington Center.

IX. Adjournment

There being no further business to come before the Board, the meeting adjourned at 5:52 pm. The next meeting will be held on March 27, 2019 at Klondyke Homes, 33 Klondyke Place, Asheville, NC 28801 at 5:00 pm.



Lewis Isaac, Chair

ATTEST:



Gene Bell, Secretary

RESOLUTION NO. 2019-1

RESOLUTION DESIGNATING A HEARING OFFICER FOR
PUBLIC HEARINGS IN CONNECTION WITH THE
ISSUANCE OF TAX-EXEMPT BONDS

WHEREAS, the Housing Authority of the City of Asheville (the "Authority") has the statutory power under Article 1 of Chapter 157 of the North Carolina General Statutes (the "Act") to "provide grants, loans, interest supplements and other programs of financial assistance to public and private developers of housing for persons of low income, or moderate income, or low and moderate income;" and

WHEREAS, in order to fulfill this purpose, the Authority from time to time has issued, and intends to issue, its bonds and other obligations (the "Bonds") to provide financing for affordable housing developments; and

WHEREAS, as part of the process of issuing Bonds, the Internal Revenue Code of 1986, as amended (the "Code"), requires that a public hearing be held by the Board of Commissioners of the Authority or by a designated hearing officer, and the Authority wishes to appoint such hearing officer;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:

1. The Board of Commissioners hereby designates the Chairman of the Board of Commissioners of the Authority as the hearing officer of the Authority for purposes of conducting public hearings as required under Section 147 of the Code (or any other applicable requirement of the Code or the Act), and authorizes such Chairman to designate another officer or employee of the Authority to act as a hearing officer and hold such hearings.

2. All acts of the officers and staff of the Authority in furtherance of the purposes of this resolution are hereby ratified and approved.

3. This resolution shall take effect immediately upon its passage.

* * * * *

RECORDING OFFICER'S CERTIFICATION

I, Gene Bell, the duly appointed Secretary of the Asheville Housing Authority, do hereby certify that Resolution No. 2019-1 was properly adopted at a regular meeting held February 27, 2019.

(SEAL)

By: Gene Bell
Gene Bell, Secretary

CERTIFICATE AND SUMMARY

The undersigned Chair of the Board of Commissioners of the Housing Authority of the City of Asheville hereby certifies:

1. Notice of a public hearing (the "Hearing") to be held on March 20, 2019, with respect to the issuance of bonds by the Housing Authority of the City of Asheville (the "Authority") for the benefit of Maple Crest, LLC, a North Carolina limited liability company was published on March 6, 2019, in the *Asheville Citizen-Times*. The proceeds of the bonds will be loaned to Maple Crest, LLC and used, together with equity from related 4% low income housing tax credits and other funds, to acquire, construct and equip a new multifamily residential rental development to replace the existing Lee Walker Heights Apartments.

2. The presiding officer of the Hearing was Lewis Isaac, Chair of the Board of Commissioners.

3. The following is a list of the names and addresses of all persons who spoke at the Hearing:

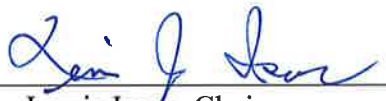
None.

4. The following is a summary of the oral comments made at the Hearing:

None.

IN WITNESS WHEREOF, my hand and the seal of the Housing Authority of the City of Asheville this 20th day of March, 2019.

(SEAL)

By: 
Lewis Isaac, Chair

