



**Asheville Housing Authority**  
**Commission Meeting Minutes**  
**January 23, 2019**

**I. Work Session**

The work session was held at the Central Office starting at 4:25 pm. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member Raynetta Waters, and Member Jennifer Pickering. The following Commissioners were absent: Member Bruce Kennedy

Lewis Isaac opened the work session by reviewing the agenda. He introduced the only agenda item for the meeting; approval of the 2019 Replacement Reserve budget. David Nash, Robert Hooper, and Sheri Guyton provided an overview of the replacement reserve projects for the developments; such as in-unit heater replacement, seal coating parking lot, landscaping/grounds, exterior painting, trash shoot installation, siding replacement, lighting, sidewalks, fire suppression systems, and camera installation.

David Nash explained that Southside appears to have more money in the bank, because they have money set aside for specific projects.

The work session ended at 4:50 pm.

**II. Regular Meeting - Call to order**

Chair Lewis Isaac called the regular meeting of the Board of Commissioners to order at **5:09 pm on Wednesday, January 23, 2019** at the **Bartlett Arms, 121 Bartlett Street, Asheville, NC 28801**. Teresa Jenkins conducted the roll call. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, and Member Jennifer Pickering.

**III. Approval of minutes from last meeting**

**Jennifer Pickering** made a motion, seconded by **Cassandra Wells**, to approve the minutes. The Commissioners unanimously approved the minutes of **December 12, 2018**.

**IV. Bills and Communications**

Gene Bell presented the Bills and Communications report. He announced that over Christmas the Housing Authority in collaboration with the Chosen group hosted an event at the Edington Center for residents and their families. They had a little over 100 participants and distributed approximately 300 gifts.

**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 108 units that were on rehab/hold status, 65 units being prepared for leasing, and 11 ready for leasing. The average turn around days per unit was 23 days. As of the end of the month, there were still 8 residents left in Lee Walker Heights that needed to be 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 281 leases under the VASH program. They processed 7 tenant mobility vouchers in December, completed 159 inspections and 187 re-examinations.

c) **Family Self-Sufficiency**

Shaunda Sandford reported the monthly Family Self-Sufficiency report as submitted with the board packet. She reported that they have 243 participants in the program and 136 escrow accounts. In December, they had 4 new FSS participants enrolled and established 6 new escrow accounts. There are 2 new home ownership participants. There were no home closings in December, however there is one coming up in January.

David Nash acknowledged the FSS department for their hard work by making some program comparison and sharing program highlights.

d) **Financial Report**

Shaomin Li presented the monthly financial report as submitted with the board packet. The YTD columns reflect the full year, and the Housing Authority finished the year in line with the budget. The only exception is the cash distribution which skewed the net revenue some. She mentioned that between January and March she expects to see some increased expenses due to the Lee Walker Heights project. The Housing Authority has only prepared for one month of revenue for 10 Lee Walker Heights units.

e) **Residents Council Report**

No Report.

f) **Edington Center Report**

No Report.

g) **Property Management Report**

No Report.

VI. **New Business**

## 1) **Approval of the 2019 Replacement Reserve Budget**

Sheri Guyton presented the proposed replacement reserve projects for here developments. These projects included a trash shoot installation at Altamont, range fire downs, and stripping/seal coating parking areas.

Robert Hooper presented the proposed replacement reserve projects for his developments. These projects included: flooring, exterior siding replacement, lighting replacement, roofing, landscaping, and range fire downs to prevent fires.

**Cassandra Wells** made a motion, seconded by **Jennifer Pickering** to approve the 2019 Replacement Reserve Budget

### AYE

The Board voted as follows:

Mr. Lewis Isaac

Ms. Cassandra Wells

Ms. Jennifer Pickering

### NAY

## VII. **Unfinished Business**

Jennifer Pickering inquired about the timeline for the Deaverivew community room project. David Nash shared that they are still gathering cost information and working on the designs for the site. He also reported that he's planning to apply for a grant with the County in February, and hopes to have more information on the plans to share later in the year.

## VIII. **Public Comment**

Elaine Edwards, President of the Resident Association at Bartlett inquired about the effects of the government shutdown. David Nash responded and shared that we are hopeful that the Housing Authority will not be impacted by the shutdown. He shared that HUD has promised funding for January and February. He also shared that the Housing Authority has some reserves for March and April that may help to reduce any impact. Elaine also wondered about parking availability and expanding the parking lot because the resident are running out of available parking spaces. David Nash shared that the Housing Authority would look into the parking situation at Bartlett Arms.

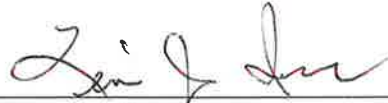
Sharon Franklin, Resident at Bartlett Arms inquired whether or not the shutdown would impact their ability to get new appliances. She was informed that appliances were included in the replacement reserve budget.

John Covey, Resident at Bartlett Arms requested that the security guards schedule be changed to cover the hours of 6 AM to 2 AM because there is quite a bit of traffic during these hours. Lisa Berry, Assistant Site Manager for Bartlett Arms shared that she is working with G4S to revise their hours to provide more security coverage. John Covey also questioned why the parking lot painting never happened. Since this project was already

budget, he inquired about the funds that were set aside for the painting. Lisa Berry shared that this project was placed in the budget for the upcoming year, not previous years.

**IX. Adjournment**

There being no further business to come before the Board, the meeting adjourned at 5:33 pm. The next meeting will be held on February 21, 2019 at Asheville Housing Authority-Central Office, 165 S. French Broad Ave., Asheville, NC 28801 at 5:00 pm.



---

Lewis Isaac, Chair

ATTEST:



---

Gene Bell, Secretary