

**Asheville Housing Authority**  
**Commission Meeting Minutes**  
**March 27, 2019**

**I. Work Session**

The work session was held at the Central Office starting at 4:34 pm. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, and Member Raynetta Waters. The following Commissioners were absent: Member Jennifer Pickering. Lewis Isaac called the work session to order and reviewed the agenda items briefly.

David Nash discussed agenda item #1; authorization to utilize up to \$100,000 in strategic investment funds from prior year surplus cash distributions for repaving streets and parking lots in Hillcrest Apartments. He explained that \$250,000 had already been budgeted for the project, however more money is needed to complete the project because the bids came in higher than expected.

David Nash discussed agenda item #2 authorization to utilize up to \$500,000 in strategic investment funds from prior year surplus cash distributions for replacement of windows at Altamont Apartments. He explained the window replacement project is fairly urgent and the design work has been completed. This budget is based on an estimate from the architect and we will need to see how the proposals look when they come in.

Lewis Isaac discussed agenda item #3; authorization for the Board Chair to negotiate and execute an Executive Director contract effective July 1, 2019, within current budget authority. Based upon their work session meeting on Wednesday, March 20<sup>th</sup>, 2019, Lewis inquired if the board members were ready to move forward with developing an Executive Director contract appointing David Nash as the Executive Director upon Gene Bell's retirement at the end of June he reviewed the new organizational structure, and the board members concurred with the appointment.

The work session ended at 4:51 pm.

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

Chair Lewis Isaac called the regular meeting of the Board of Commissioners to order at **5:08 pm on Wednesday, March 27, 2019** at the **Klondyke Homes, 33 Klondyke Place, Asheville, NC 28801**. Teresa Jenkins conducted the roll call. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member Raynetta Waters, and Member Bruce Kennedy.

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

**Bruce Kennedy** made a motion, seconded by **Raynetta Waters**, to approve the minutes. The Commissioners unanimously approved the minutes of **February 27, 2019**.

#### IV. Bills and Communications

No Report.

#### 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 92% occupied. There were 103 units that were on rehab/hold status, 52 units being prepared for leasing, and 5 ready for leasing. The average turn around days per unit was 26 days. She reported that several developments didn't meet turn around goals due to large projects such as flooring replacement, plumbing, and cabinet replacements.

##### b) Asheville Housing Vouchers

Brandy Woodard reported the monthly Asheville Housing Vouchers report as submitted with the board packet. She reported that the Project Based Vouchers are increasing, however there has been a decrease in VASH numbers. There were 15 VASH tenants were placed with the Hickory Housing Authority and they have not absorbed those into their program, so we have additional vouchers vacant and available to lease up in the future. There's been an increase in non-elderly disabled vouchers, and three residents successfully moved with mobility vouchers.

##### c) Family Self-Sufficiency

Shaunda Sandford reported the monthly Family Self-Sufficiency report as submitted with the board packet. She reported that we have 240 participants in the program and 134 escrow accounts. In February, they had 4 new FSS participants enrolled. There is one homeownership participant currently under contract.

##### d) Financial Report

Shaomin Li presented the monthly financial report as submitted with the board packet. She reported that most properties are operating in line with the budget. Central Asheville was over budget and this was mainly due to utility expenses. This is expected to even out as the weather changes. Southside was over budget due to maintenance expenses. She reported that all the developments had high maintenance expenses and will be watching their budgets over the remainder of the year. The HAP fund rates in February were similar to January's rates.

##### e) Residents Council Report

Shuvonda Harper reported that the Residents Council would be heading to the Carolina Conference in Concord, NC on Friday, March 29<sup>th</sup>, 2019 for a retreat. During Spring Break, the Residents Council will be out in the community recruiting for My Community Matters.

##### f) Edington Center Report

Shuvonda Harper reported that demolition has begun on the ceiling of the auditorium at the Edington Center. The garden has fresh dirt for the raised beds. Grace Church will be assisting with planting seeds during Spring Break. The Community Arts project held their first engagement event on last week. There was a great turn out. A fire pit idea was proposed during the work session, but they understand there may be safety concerns.

**g) Property Management Report**

a) **Sheri Guyton:** Sheri reported that properties were over in utilities in AMP 1 due to electric usage during the winter months, and this should change as the temperatures change. She explained that Southside was over budget because Robert Battle retired and he was removed from the budget, however he is still working for the Housing Authority on a part-time basis.

b) **Robert Hooper:** See item 1 below.

**VI. New Business**

**1) Authorization to utilize up to \$100,000 in strategic investment funds from prior year surplus cash distributions for repaving streets and parking lots in Hillcrest Apartments.**

Robert Hooper explained that the Housing Authority is requesting \$100,000 to repave Hillcrest. The bids have been received and we will be on schedule for getting the project completed this year. This request is in addition to the previously approved amount, for a total of \$350,000, based on the low bid received.

**Bruce Kennedy** made a motion, seconded by **Cassandra Wells** to authorize use of up to \$100,000 in strategic investment funds from prior year surplus cash distributions for repaving streets and parking lots in Hillcrest Apartments.

**AYE**

**NAY**

The Board voted as follows:

- Mr. Lewis Isaac
- Ms. Cassandra Wells
- Ms. Raynetta Waters
- Mr. Bruce Kennedy

**2) Authorization to utilize up to \$500,000 in strategic investment funds from prior year surplus cash distributions for the replacement of windows at Altamont Apartments.**

Sheri Guyton explained that Altamont is an historic building. The Housing Authority is requesting \$500,000 to replace the windows in order to improve energy efficiency, also the windows are so old that we can't find replacement parts to repair them. We have approved plans from the architect to replace the windows.

**Bruce Kennedy** made a motion, seconded by **Cassandra Wells** to authorize use of up to \$500,000 in strategic investment funds from prior year surplus cash distributions for the replacement of windows at Altamont Apartments.

**AYE**

The Board voted as follows:

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

**NAY**

**3) Authorization for the Board Chair to negotiate and execute an Executive Director contract effective July 1, 2019, within current budget authority.**

Lewis Isaac explained that this action is necessary because the current Executive Director will be retiring at the end of June, so a new appointment is needed effective July 1, 2019.

**Cassandra Wells** made a motion, seconded by **Bruce Kennedy** to authorize the Board Chair to negotiate and execute an Executive Director contract effective July 1, 2019, within current budget authority.

**AYE**

The Board voted as follows:

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

**NAY**

**VII. Unfinished Business**

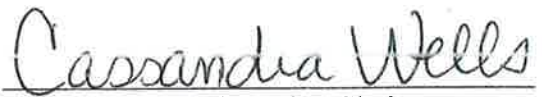
None

**VIII. Public Comment**

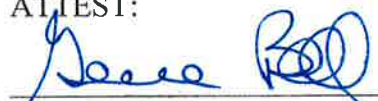
None

**IX. Adjournment**

There being no further business to come before the Board, the meeting adjourned at 5:24 pm. The next meeting will be held on April 24, 2019 at Asheville Housing Authority-Central Office, 165 S. French Broad Ave., Asheville, NC 28801 at 5:00 pm.

  
Cassandra Wells, Vice Chair

ATTEST:

  
Gene Bell, Secretary