



**Asheville Housing Authority**  
**Regular Meeting of the Board of Commissioners**  
**January 22, 2020, 6:00 p.m.**  
**Hillcrest Apartments, 100 Atkinson St., Asheville, NC 28801**

*The mission of the Asheville Housing Authority is to provide safe, quality, and affordable housing, to expand available resources, and to collaborate with the community to create opportunities for resident self-reliance and economic independence.*

*Our core values are Compassion, Equity, Fairness, Integrity, Openness, Patience and Respect.*

**Commissioners:**

Cassandra Wells, Chair  
 Raynetta Waters, Vice Chair  
 Jennifer Pickering, Member  
 Bruce Kennedy, Member  
 Tilman Jackson, Member

**Agenda Topics**

▪ **Call to Order**

▪ **Roll Call**

**Present**

**Absent**

Cassandra Wells, Chair	_____	_____
Raynetta Waters, Vice Chair	_____	_____
Jennifer Pickering, Member	_____	_____
Bruce Kennedy, Member	_____	_____
Tilman Jackson, Member	_____	_____

▪ **Approval of the December 11, 2019 Meeting Minutes**

▪ **Bills and Communications**

▪ **Report of the Secretary**

- Asheville Housing Properties
- Asheville Housing Vouchers
- Family Self Sufficiency
- Financial Report
- Edington Center
- Resident Council
- Property Management

- **New Business**

1. Approval of the 2019 Section 8 Management Assessment Program Submission.

\_\_\_\_\_  
Motion

\_\_\_\_\_  
Second

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

\_\_\_\_\_  
Motion

\_\_\_\_\_  
Second

- **Old Business**

- **Public Comment**

- **Adjournment**

### **Work Session**

The Commissioners will hold a work session at **5:00 PM** in the Executive Director's office at 165 S. French Broad Ave, Asheville, NC 28801. The work session is open to the public.

Topics: Charter School Proposal  
Review of Agenda Items



## Asheville Housing Authority Commission Meeting Minutes December 11, 2019

### I. Work Session

The work session was held at the Central Office starting at 5:12 pm. The following Commissioners were present: Chair Cassandra Wells, Vice Chair Raynetta Waters, Jennifer Pickering, and Bruce Kennedy. The following Commissioners were absent: Tilman Jackson.

The meeting with called to order by Chair Cassandra Wells. David Nash shared with the board that he would be interested in conducting research regarding a development opportunity through a program called Purpose Built Communities. The program focuses on rebuilding marginalized communities through community collaboration. David shared that there is property near Deaverview Apartments that is for sale. He asked the board to support him approaching the city regarding purchasing this space to revitalize that community. The board members were in agreement that David should meet with the city regarding the potential purchase of the property.

David Nash presented agenda item #1; approval of the 2020 board meeting schedule. He informed that the board that there had been some minor changes to the meeting schedule for 2020, such as the dates of the November and December meetings due to the holidays.

David Nash provided an overview of the 2020 operating budget. He explained that the proposed budget included a new position for a Resident Services Director in Central Office. Also, per the Housing Authority's strategic plan, additional positions have been added for 10 summer stipend youth workers in each of our major family developments.

The work session ended at 5:59 pm.

### II. Regular Meeting - Call to order

Chair Cassandra Wells called the regular meeting of the Board of Commissioners to order at **6:09 pm on Wednesday, December 11, 2019 at 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 Cassandra Wells, Vice Chair Raynetta Waters, Jennifer Pickering, and Bruce Kennedy. The following Commissioners were absent: Tilman Jackson.

### III. Approval of minutes from last meeting

**Raynetta Waters** made a motion, seconded by **Bruce Kennedy**, to approve the minutes. The Commissioners unanimously approved the minutes of **November 13, 2019**.

#### **IV. Bills and Communications**

David Nash announced that he received an email from HUD stating that the Housing Authority will be eligible to apply for the Moving to Work program in 2020. We also received approval from HUD to use the success rate standards and pay private landlords more, which would give the Housing Authority more of a competitive edge and assist with securing more low income housing opportunities. Additionally, we appealed the HUD 2020 Fair Market Rents, which will be reviewed by HUD in January, and may result in a significant increase of our purchasing power with tenant-based vouchers.

#### **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 we ended the month 97% occupied. There were 12 units that were on rehab/hold status, 42 units being prepared for leasing, 2 ready for leasing, and 36 move-ins. The average turnaround days per unit were 31 days. Noele explained that we had 12 vacancies due to fire damage in units causing them to be uninhabitable. Additionally, the average turnaround days per unit was higher due to major repairs and transfers.

##### **b) Asheville Housing Vouchers**

Brandy Woodard reported the monthly Asheville Housing Vouchers report as submitted with the board packet. There is a total of 3358 vouchers, 3221 available to lease, 2772 leased, 452 available, and 134 assigned/looking. There were 7 mobility moves, 30 move-ins, 21 move-outs, 211 inspections, and 231 annual re-examinations.

##### **c) Family Self-Sufficiency**

Shaunda Sandford reported the monthly Family Self-Sufficiency and Homeownership Program report as submitted with the board packet. She reported that they have 260 participants in the program and 154 escrow accounts. In October, there were 5 new FSS participants enrolled and 6 newly established escrow accounts. There was 1 family that closed on a home purchase in October.

Karolina Hopkins reported that there was 1 resident that received the benefit of a new car. In Bartlett Arms residents received assistance with mental health and grief support due to resident passing away. There was 1 graduate from the Family Self-Sufficiency Program. Karolina shared information regarding the graduate's road to success while in the FSS program.

##### **d) Financial Report**

Shaomin Li presented the monthly financial report as submitted with the board packet. She reported that it continues to be a good month. We had 3 payrolls this month. The year-to-date revenue and expenses are in-line with the budget, except for North Asheville due to increased operational expenses. Once expenses are transferred to the replacement reserves, which means the variance will be less.

e) **Residents Council Report**

No Report.

f) **Edington Center Report**

No Report.

g) **Property Management Report**

Robert Hooper reported that he and Sheri Guyton completed preventive maintenance inspections; inspecting approximately 6% of the units at each property. Going forward they will consider conducting these inspections on a monthly basis.

**VI. New Business**

**1) Approval of the 2020 Board Meeting Schedule.**

David Nash shared that we continued with the same rotating schedule for the board meetings. The only changes in the schedule are in November and December due to the holidays.

**Raynetta Waters** made a motion, seconded by **Bruce Kennedy** to approve the 2020 Board Meeting Schedule.

**AYE**

The Board voted as follows:

Ms. Cassandra Wells

Ms. Raynetta Waters

Ms. Jennifer Pickering

Mr. Bruce Kennedy

**NAY**

**2) Approval of 2020 Operating Budget**

David Nash presented the 2020 operating budget. He reported the budget for the upcoming year included several new positions; a Resident Services Director position for the Central Office. Additionally, 10 summer stipend positions for youth in each of the five major family developments have been added to the budget. Both of these items were based on requests or recommendations from the Board.

**Raynetta Waters** made a motion, seconded by **Bruce Kennedy** to approve the 2020 operating budget.

**AYE**

The Board voted as follows:

Ms. Cassandra Wells

Ms. Raynetta Waters

Ms. Jennifer Pickering

Mr. Bruce Kennedy

**NAY**

### 3) Approval of Amendments to 2019 Replacement Reserve Budget

Sheri Guyton reported that we have decided to upgrade a 2 bedroom unit in Bartlett Arms to handicap accessible unit, and this budget amendment will help to start that process. Other changes are to move funds from underspent line items to areas where they are needed.

Robert Hooper reported that in Deaverview funds are being moved from the underspent flooring and kitchen countertops budgets and redistributed to cover in-unit heating expenses. In North Asheville, this amendment reclassifies several expenses previously charged to operations to the replacement reserves, and uses underutilized line items to cover those expenses..

**Raynetta Waters** made a motion, seconded by **Bruce Kennedy** to approve the amendments to the 2019 Replacement Reserves Budget.

**AYE**

**NAY**

The Board voted as follows:

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

### 4) Approval of Surplus Cash Distribution to (and from) the Strategic Investment Fund.

David Nash explained the attachment in the Board packet. We are proposing to transfer 75% of the FY2018 surplus cash from Southside (\$27,200) and West AVL (\$320,600) to the strategic investments fund. The goal is to build up the strategic investment fund as a savings account for special projects and needs as they arise. For example, we are funding the Altamont window project from strategic investment funds reserved in the past. We are leaving the surplus cash in North AVL to ensure that property ends the year with a substantial cash position.

**Raynetta Waters** made a motion, seconded by **Bruce Kennedy** to approve the surplus cash distribution to (and from) the Strategic Investment Fund.

**AYE**

**NAY**

The Board voted as follows:

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 6:35 pm. The next meeting will be held at 6:00 pm on January 22, 2020 at Hillcrest Apartments, 100 Atkinson Street, Asheville, NC 28801.

---

Cassandra Wells, Chair

ATTEST:

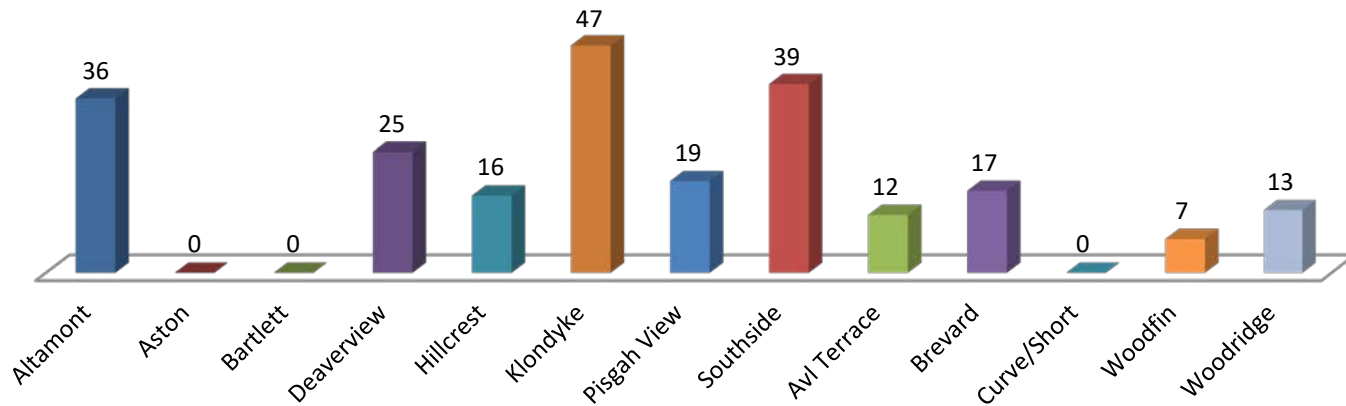
---

David Nash, Secretary

## Asheville Housing & Related Properties - Occupancy December 2019

Property		Units	Occupied	Occ Rate	Rehab/ Hold	Make Ready	Ready	Moved In	Vacant Days	Average
RAD PBV	Altamont	55	49	89%		6		2	73	⊗ 36
	Aston	161	158	98%		3		0	0	✓ 0
	Bartlett	114	109	96%		5		0	0	✓ 0
	Deaverview	160	150	94%	6	4		4	99	✓ 25
	Hillcrest	227	209	92%	6	12		1	16	✓ 16
	Klondyke	182	173	95%		9		4	190	⊗ 47
	Pisgah View	256	248	97%		8		4	76	✓ 19
	Southside	274	263	96%		11		6	237	⊗ 39
Other	Avl Terrace	248	242	98%		2	4	3	37	✓ 12
	Brevard	163	158	97%		5		3	51	✓ 17
	Curve/Short	2	2	100%				0	0	✓ 0
	Woodfin	19	17	89%		2		1	7	✓ 7
	Woodridge	160	160	100%				4	54	✓ 13
<b>Total</b>		<b>2021</b>	<b>1938</b>	<b>96%</b>	<b>12</b>	<b>67</b>	<b>4</b>	<b>32</b>	<b>840</b>	<b>✓ 26</b>

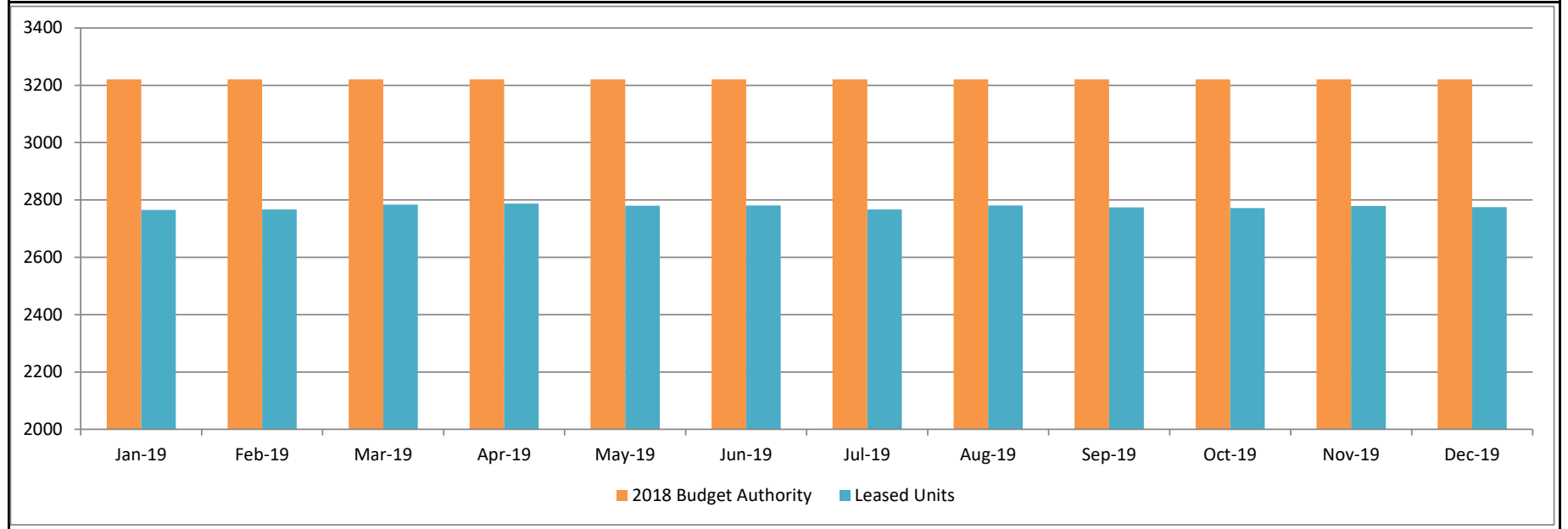
### Average Days to Lease Up





Asheville Housing Vouchers - December 2019												
Lease-Up								Monthly Processes				
Voucher Program	Total Vouchers	Available to Lease	Leased	Occupancy Rate	Available	Assigned/ Looking		Mobility Moves	Moved In	Moved Out	Inspect	Re-Exam
Project Based - RAD	1429	1391	1343	🟡 96.5%	48			0	16	11	90	113
Project Based - LH	20	20	20	🟢 100.0%	0		0	0	0	11	0	
Tenant Based - VASH	341	337	282	🔴 83.7%	55	7	0	2	1	20	17	
Tenant Based - NED	75	74	67	🔴 90.5%	7	1	0	0	0	0	4	
Tenant Based - Mainstream	28	28	11	🔴 16.4%	17	7	0	8	0	0	0	
Tenant Based - Other	1369	1399	1052	🔴 75.2%	347	85	9	1	1	59	75	
<b>Total HCVP</b>	<b>3262</b>	<b>3221</b>	<b>2775</b>	🔴 <b>86.2%</b>	<b>474</b>	<b>100</b>	<b>9</b>	<b>27</b>	<b>13</b>	<b>180</b>	<b>209</b>	

Housing Choice Voucher - Annual Trends													
Program	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Average
2018 Budget Authority	3221	3221	3221	3221	3221	3221	3221	3221	3221	3221	3221	3221	<b>3221</b>
Leased Units	2765	2767	2784	2787	2780	2781	2767	2781	2774	2772	2779	2775	<b>2776</b>
%	86%	86%	86%	87%	86%	86%	86%	86%	86%	86%	86%	86%	<b>86.2%</b>
Wait List	1461	1386	1218	1291	1323	1442	1514	1532	1493	1564	1439	1560	<b>1435</b>
HAP Reserve	975,853	940,646	951,226	905,838	895,325	90,824	121,524	151,953	190,286	195,498			<b>541,897</b>





Assessment Profile | **Reports**

List	Summary	Certification	Profile	Comments
------	---------	---------------	---------	----------

**BRANDY WOODARD (ML1501)**  
PIC Main

Field Office: **4FPH GREENSBORO HUB OFFICE**  
 Housing Agency: **NC007 Asheville Housing Authority**  
 PHA Fiscal Year End: **12/31/2019**

SEMAP  
Logoff

OMB Approval No. 2577-0215

### SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Check here if the PHA expends less than \$300,000 a year in federal awards**

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

**Performance Indicators**

**1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))**

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

**PHA Response**                      **Yes**      **No**

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

**PHA Response**                      **Yes**      **No**

**2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)**

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

**PHA Response**                      **Yes**      **No**

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

**PHA Response**                      **At least 98% of units sampled**                      **80 to 97% of units sampled**



briefing voucher holders.

**PHA Response**                      **Yes**      **No**

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

**PHA Response**                      **Yes**      **No**

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

**PHA Response**                      **Yes**      **No**

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

**PHA Response**                      **Yes**      **No**

[Go to Comments](#)



Assessment Profile	Reports	List	Summary	Certification	Profile	Comments
--------------------	---------	------	---------	---------------	---------	----------

**BRANDY WOODARD (ML1501)**  
PIC Main

Field Office: **4FPH GREENSBORO HUB OFFICE**  
 Housing Agency: **NC007 Asheville Housing Authority**  
 PHA Fiscal Year End: **12/31/2019**

SEMAP

### SEMAP CERTIFICATION (Page 2)

Logoff

#### Performance Indicators

##### 8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response **Yes No**

FMR Area Name FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR	1-BR FMR	2-BR FMR	3-BR FMR	4-BR FMR
PS	PS	PS	PS	PS

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

##### 9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response **Yes No**

##### 10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

PHA Response **Yes No**

##### 11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response **Yes No**

##### 12 Continuing HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

PHA Response **Yes No**

##### 13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response **Yes No**

##### 14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

Or, Number of mandatory FSS slots under HUD-approved exception **(If not applicable, leave blank)**

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b+c divided by a) **(This is a nonenterable field. The system will calculate the percent when the user saves the page)**

0

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable

PHA Response	Yes	No
--------------	-----	----

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

### 15 Deconcentration Bonus

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response	Yes	No
--------------	-----	----

[Go to Comments](#)

[Back to Page1](#)