



Asheville Housing Authority
Regular Meeting of the Board of Commissioners
June 24, 2020, 6:00 p.m.
Central Office, 165 S. French Broad Ave., 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
- Jennifer Pickering, Member
- Tilman Jackson, Member
- Gene Bell, Member
- Amy Kemp, Member

Agenda Topics

▪ **Call to Order**

▪ **Roll Call**

Present

Absent

Cassandra Wells, Chair	_____	_____
Jennifer Pickering, Member	_____	_____
Tilman Jackson, Member	_____	_____
Gene Bell, Member	_____	_____
Amy Kemp, Member	_____	_____

▪ **Approval of the May 27, 2020 Meeting Minutes**

▪ **Bills and Communications**

▪ **Report of the Secretary**

- Asheville Housing Properties
- Asheville Housing Vouchers
- Family Self Sufficiency
- Financial Report
- Coronavirus Response Update
- Edington Center
- Residents Council
- Property Management

- **New Business**

1. Approval of Amended and Restated Bylaws of the Housing Authority of the City of Asheville.

Motion _____ Second _____

2. Approval of CARES Act Landlord Incentives Policy.

Motion _____ Second _____

- **Unfinished Business**

- **Public Comment**

- **Adjournment**

Work Session

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

Topics: Introduction and Discussion with APD Chief David Zack
Review of Agenda Items



Asheville Housing Authority Commission Meeting Minutes May 27, 2020

I. Work Session

The work session was held via Zoom Meeting starting at 5:06 pm. The following Commissioners were present: Chair Cassandra Wells, Vice Chair Raynetta Waters, Tilman Jackson, Gene Bell and Jennifer Pickering. Chair Cassandra Wells called the work session to order and briefly reviewed the agenda items.

David Nash reviewed agenda item #1; approval of amended and restated bylaws of the Housing Authority of the City of Asheville. The bylaws have been updated slightly and include the use of technology for meetings. The board members decided unanimously to table this agenda item until the June board meeting for further review.

David Nash reviewed agenda item #2; authorization to grant a one-time waiver of resident outstanding balances for past due fees and court costs, for all residents who bring their tenant rent balances current on or before July 27, 2020. He shared we are under a period where we can't evict due to non-payment of rent which goes through July, then if people aren't caught up we have to give them a 30-day notice to terminate. So, this is just a small incentive we would like to provide to residents to encourage them to bring their rent current by then. This will also help us get late fees cleared off the accounts.

David Nash reviewed agenda item #3, which requires no action; review of potential eligible uses of CARES Act supplemental administrative fees, subject to approval by HUD. The Housing Authority has submitted a request to HUD for clarification. The additional \$380K in administrative fees received from HUD should cover most of special incentive leave provided by the Board last month for the Housing Choice Voucher/FSS staff, COCC, and possibly some others. HUD has said that funding may be used to give incentives to landlords and help people get safe housing where they can shelter in place. The funds can also be used to facilitate people working from home including laptops and software to facilitate that.

Djuana Swann reported that she received notification on May 26th, 2020 of an offer to purchase Unit 98 in Eastview from the current owner. The individual requesting the purchase of this unit is within the low-income limits. She just wanted to let everyone know that this unit would be sold. This unit was not owned by the Housing Authority, and because the buyer is income eligible, no action is required by the board.

Cassandra Wells and David Nash reviewed the candidates for Raynetta's seat on the board. The board members agreed to reach out to a couple of the candidates and develop a joint recommendation for the Mayor.

David Nash reported that on Saturday or Sunday, there were gunshots in Hillcrest Apartments. Bullets entered a unit with a woman and young child, but thankfully no one was injured. There is not a lot of information regarding the incident at this point. Cassandra shared that she contacted the resident. Tilman requested that the board collectively support David in working with the Asheville Police Department to increase patrols and ensure that the developments are being policed to improve safety and security for residents.

Work Session ended at: 6:04 pm.

II. Regular Meeting - Call to order

Chair Cassandra Wells called the regular meeting of the Board of Commissioners to order at **6:05 pm on Wednesday, May 27, 2020** at the Central Office, 165 S. French Broad Ave., Asheville, NC 28801. The meeting was facilitated via a Zoom Meeting due to the COVID-19 pandemic. Housing Authority staff were on site to ensure participation by any interested member of the public. Teresa Jenkins conducted the roll call. The following Commissioners were present: Chair Cassandra Wells, Vice Chair Raynetta Waters, Member Tilman Jackson, Member Gene Bell and Member Jennifer Pickering.

III. Approval of minutes from last meeting

Jennifer Pickering made a motion, seconded by **Raynetta Waters**, to approve the minutes. The Commissioners unanimously approved the minutes of **April 22, 2020**.

IV. Bills and Communications

David Nash shared that the CARES Act funding was approved; \$380K will assist with responding to COVID related concerns.

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 97% occupied. There were 20 units that were on rehab/hold status, 45 units being prepared for leasing, 4 ready for leasing, and 33 move-ins. Total vacancy days were 917 with an average turn around per unit of 28 days. Bartlett Arms, Hillcrest, and Klondyke didn't meet unit turnaround benchmarks due to infestation, emergency transfers and unit repairs due to damage.

b) Asheville Housing Vouchers

Brandy Woodard reported the monthly Asheville Housing Vouchers report as submitted with the board packet. There are a total of 3262 vouchers, 3221 available to lease, 2794 leased, 460 available, and 64 assigned/looking. There were 4 mobility move, 36 move-ins, 9 move-outs, 64 inspections, and 240 re-exams. She also reported that they would be ready to pull from the waiting list again next month.

c) Family Self-Sufficiency

Shaunda Sandford reported the monthly Family Self-Sufficiency report as submitted with the board packet. She reported that they have 271 participants in the program and 174 escrow accounts. In April, there was 1 new FSS participant enrolled and 2 participants established new escrow accounts. For homeownership, there are 2 families scheduled to close in May and 2 scheduled to close in June. There are 2 families on hold with the USDA due to the COVID-19 crisis, and 2 families in the building process. We are moving forward with the summer youth internship program; will be hiring 5-10 middle school aged kids to work on summer jobs to earn a stipend in various areas within housing. Shaunda is getting names from school social workers of possible candidates for the positions. Kids are graduating from AHS this coming Saturday, we have 16 graduates from our developments who will be going to college; 37 kids from AVID that are already signed up for college.

d) Financial Report

David Nash reported the financial report as submitted with the board report. He reported that all 4 management properties on track. The Housing Authority is managing expenses and are in line with budget. HCVP is showing a slight deficit in Admin funds, which should be resolved with CARES Act funding. We overstaffed somewhat to assist residents with tenant mobility vouchers. The Housing Assistance Payments are on track with projections, but we need to work hard to increase our leasing. COCC is on target with the budget.

e) Coronavirus Update

Tara Irby reported on Coronavirus response with the board packet. David shared slideshow of some of the efforts that have taken place.

f) Residents Council Report

Shuvonda Harper reported that the auditorium is getting finishing touches, and Southside Kitchen is still preparing about 400 meals a day for distribution to residents..

g) Edington Center Report

Shuvonda Harper reported that she is working on developing a plan for youth that aren't working with the Housing Authority this summer; to work with My Community Matters on developing programming, creating COVID bags as part of the programming to help with protecting themselves. She will be delivering bags from LEAF with arts and crafts projects to Klondyke residents tomorrow.

h) Property Management Report

Sheri Guyton reported that we continue to do wellness checks weekly at Southside, and bi-weekly at Aston, Bartlett and Altamont. Maintenance staff still pick up food and deliver meals to residents each day. Southside staff are to be commended for achieving 100% occupancy!

VI. New Business

1) Authorization to grant a one-time waiver of resident outstanding balances for past late fees and court costs, for all residents who bring their tenant rent balances current on or before July 27, 2020.

David Nash shared that this is a small incentive to write off late fees for folks that will bring accounts current before the end of July (tenant rent accounts only). This is to avoid lease terminations and court processing in August.

Raynetta Waters made a motion, seconded by **Gene Bell** to authorize granting a one-time waiver of resident outstanding balances for past late fees and court costs, for all residents who bring their tenant rent balances current on or before July 27, 2020

The Board voted as follows:

BOARD MEMBERS

VOTE

Ms. Cassandra Wells	Aye
Ms. Raynetta Water	Aye
Ms. Jennifer Pickering	Aye
Mr. Tilman Jackson	Aye
Mr. Gene Bell	Aye

2) Review of potential eligible uses of CARES Act supplemental administrative fees, subject to approval by HUD. (No action required.)

David reviewed the items sent to HUD as possible uses for CARES Act funding as reported with packet. Not sure if HUD will allow funding to be used to bring accounts current. The funds will cover at least some of our costs related to pay incentives and PTO pay-outs at the end of the year. Additionally, they will possibly pay for testing for housing employees and elderly residents. We are looking into setting up a testing program for both groups. These are ideas under consideration at this time, more to come when we see what additional uses HUD may approve.

VII. Unfinished Business

None.

VIII. Public Comment

None.

IX. Adjournment

There being no further business to come before the Board, the meeting adjourned at 7:00 pm. The next meeting will be held at 6:00 pm on June 24, 2020 at Asheville Housing Authority Central Office, 165 S. French Broad Avenue, Asheville, NC 28801.

Cassandra Wells, Chair

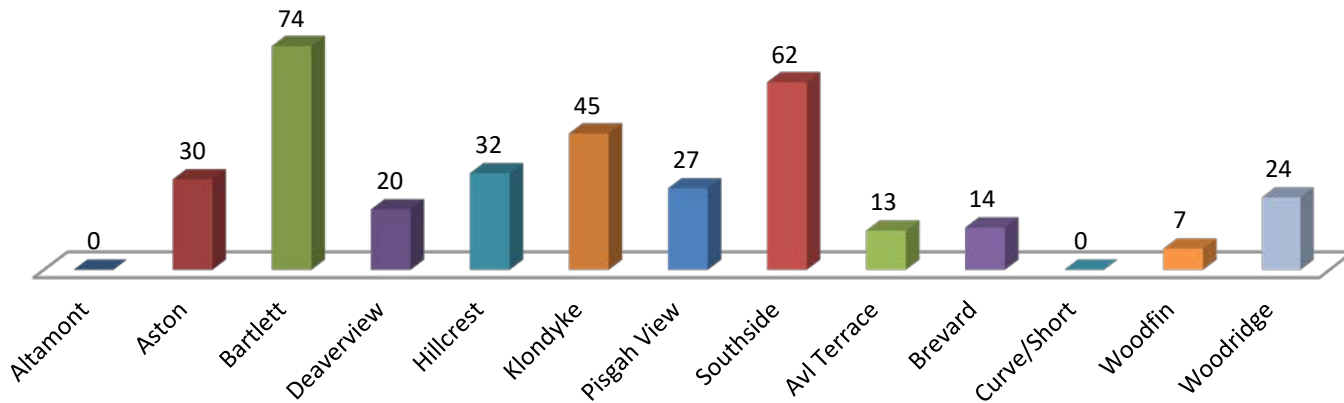
ATTEST:

David Nash, Secretary

Asheville Housing & Related Properties - Occupancy May 2020

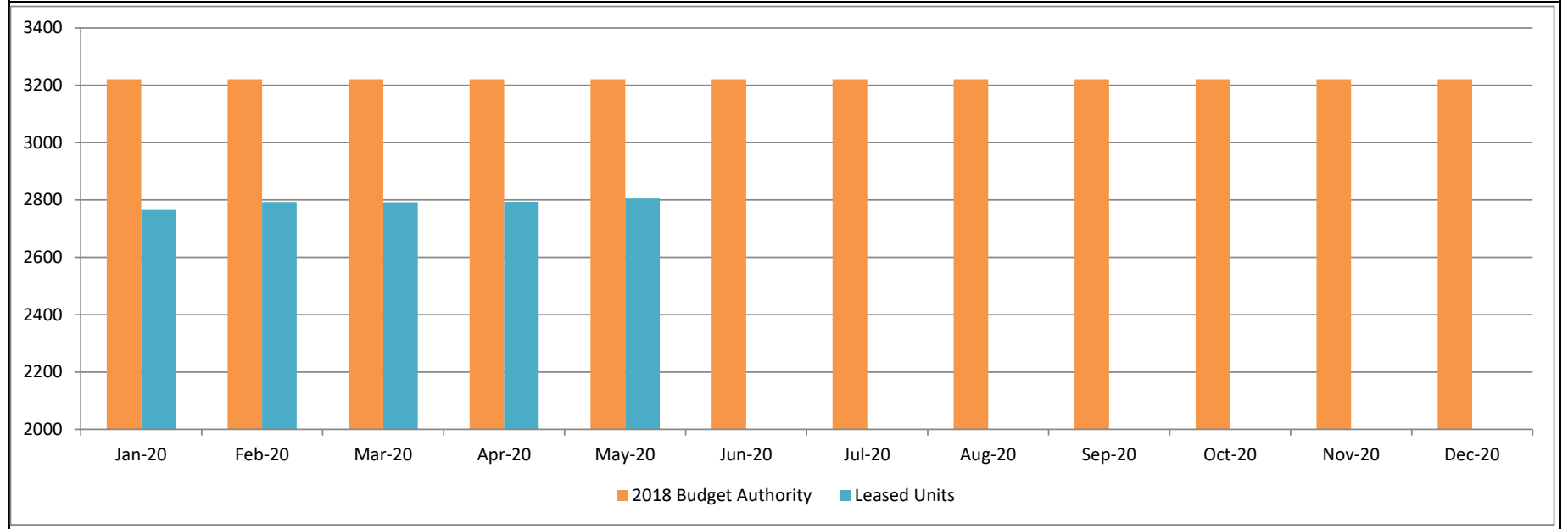
Property	Units	Occupied	Occ Rate	Rehab/ Hold	Make Ready	Ready	Moved In	Vacant Days	Average	
RAD PBV	Altamont	55	45	82%	9	1	0	0	✓ 0	
	Aston	161	157	98%		4	6	182	✓ 30	
	Bartlett	114	111	97%		3	3	221	✗ 74	
	Deaverview	160	151	94%	7	2	3	59	✓ 20	
	Hillcrest	227	215	95%	6	6	5	163	⚠ 32	
	Klondyke	182	182	100%			3	135	✗ 45	
	Pisgah View	256	253	99%		3	4	108	✓ 27	
	Southside	274	273	100%		1	1	62	✗ 62	
Other	Avl Terrace	248	246	99%			2	1	13	✓ 13
	Brevard	163	162	99%		1		1	14	✓ 14
	Curve/Short	2	2	100%				0	0	✓ 0
	Woodfin	19	19	100%				3	21	✓ 7
	Woodridge	160	160	100%				2	48	✓ 24
Total	2021	1976	98%	22	21	2	32	1026	⚠ 32	

Average Days to Lease Up



Asheville Housing Vouchers - May 2020											
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	1355	✓ 97.4%	36		0	16	3	24	92
Project Based - LH	20	20	20	✓ 100.0%	0		0	0	0	0	4
Tenant Based - VASH	341	337	299	✗ 88.8%	38	15	0	5	0	13	20
Tenant Based - NED	75	74	67	✗ 90.5%	7	3	0	1	0	2	7
Tenant Based - Mainstream	28	28	20	✗ 71.4%	14	1	0	0	0	0	0
Tenant Based - Other	1369	1399	1044	✗ 74.6%	355	56	2	0	3	26	83
Total HCVP	3262	3221	2805	✗ 87.1%	450	75	2	22	6	65	206

Housing Choice Voucher - Annual Trends														
Program	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Average	
2018 Budget Authority	3221	3221	3221	3221	3221	3221	3221	3221	3221	3221	3221	3221	3221	3221
Leased Units	2765	2793	2792	2794	2805									2790
%	86%	87%	87%	87%	87%									86.6%
Wait List	1461	1763	1842	1548	894									1502
HAP Reserve	92,085	16,694	-13,210	176,191										67,940



Family Self-Sufficiency/Homeownership Report - May 2020

Family Self-Sufficiency Program	Central AVL	Southside	West AVL	North AVL	Tenant-Based	Total
Current FSS Participants	19	58	32	55	106	270
Established FSS Accounts	13	38	16	34	73	174
FSS Account Balances	\$31,686	\$153,204	\$45,867	\$136,973	\$413,902	\$781,632
Total Distributed since 01/2017						\$308,834
Graduates (Since 1/2017)						39
Results and Updates this Month:	We have no new participants for the month of May, and 2 new escrow accounts.					
Homeownership Program	Central AVL	Southside	West AVL	North AVL	Tenant-Based	Total
Current Homeownership Applicants	4	7	5	1	9	26
Completed Homebuyer Education	1	0	1	1	23	62
Completed All Prerequisites	0	1	1	1	14	17
Under Contract	0	0	1	1	4	6
New Homeowners (this month)	0	0	0	0	2	2
Total Current Homeowners						64
Results and Updates this Month:	2 scheduled to close June and 2 in the building process. 2 families on hold with USDA.					

HACA Revenue/Expense Summary May 2020

Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Fav/(Unfav)	Actual	Budget	Fav/(Unfav)
Central Asheville Properties						
Operating Revenue						
Tenant Rent	59,813	62,744	(2,931)	310,212	313,721	(3,509)
RAD HAP Subsidy	134,863	140,724	(5,861)	670,229	703,621	(33,392)
Vacancy Allowance	0	(6,104)	6,104	0	(30,521)	30,521
Other Revenue	4,674	7,623	(2,949)	30,341	38,113	(7,771)
Total Operating Revenue	199,350	204,987	(5,637)	1,010,782	1,024,933	(14,151)
Operating Expenses						
Administrative	30,548	34,127	3,578	159,854	170,633	10,779
Tenant Services	2,368	3,858	1,490	12,703	19,292	6,589
Utilities	16,861	30,245	13,384	154,283	151,225	(3,058)
Maintenance	63,969	80,573	16,604	357,837	402,863	45,025
Protective Services	7,884	8,000	116	37,806	40,000	2,194
COVID Related	4,121	0	(4,121)	5,777	0	(5,777)
Other Expenses	20,133	18,018	(2,115)	104,598	90,092	(14,506)
Subtotal Operating Expenses	145,884	174,821	28,937	832,858	874,104	41,246
Capital Outlays	0	0	0	0	0	0
Replacement Reserve Deposit	32,750	32,750	0	163,750	163,750	0
Net Revenue	20,716	(2,584)	23,300	14,174	(12,921)	27,095
Strategic Reserve	0	3,250	(3,250)	0	16,250	(16,250)
Net Revenue After Set Aside	20,716	666	20,050	14,174	3,329	10,845

Southside Properties						
Operating Revenue						
Tenant Rent	59,374	63,624	(4,250)	327,906	318,121	9,785
RAD HAP Subsidy	166,126	162,782	3,344	806,790	813,908	(7,118)
Vacancy Allowance	0	(6,793)	6,793	0	(33,963)	33,963
Other Revenue	1,090	4,148	(3,057)	11,811	20,738	(8,927)
Total Revenue	226,590	223,761	2,829	1,146,507	1,118,804	27,702
Operating Expenses						
Administrative	43,092	45,558	2,466	219,457	227,792	8,335
Tenant Services	5,030	2,977	(2,053)	26,425	14,883	(11,542)
Utilities	30,306	47,575	17,269	249,595	237,875	(11,720)
Maintenance	72,782	75,561	2,779	325,853	377,804	51,951
Protective Services	5,936	6,418	482	29,680	32,088	2,408
COVID Related	2,751	0	(2,751)	3,823	0	(3,823)
Other Expenses	10,402	14,996	4,594	63,446	74,979	11,533
Subtotal Operating Expenses	170,299	193,084	22,785	918,279	965,421	47,142
Capital Outlay	0	0	0	0	0	0
Replacement Reserve Deposit	29,002	29,002	0	145,008	145,008	0
Net Revenue	27,290	1,675	25,615	83,219	27,290	55,930
Strategic Reserve	0	(1,083)	1,083	0	(5,417)	5,417
Net Revenue After Set Aside	27,290	592	26,698	83,219	21,873	61,346

HACA Revenue/Expense Summary May 2020

Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Fav/(Unfav)	Actual	Budget	Fav/(Unfav)
West Asheville Properties						
Operating Revenue						
Tenant Rent	58,717	65,445	(6,728)	321,144	327,225	(6,081)
RAD HAP Subsidy	269,926	262,305	7,621	1,290,759	1,311,525	(20,766)
Vacancy Allowance	0	(9,833)	9,833	0	(49,163)	49,163
Other Revenue	2,065	8,916	(6,851)	46,109	44,579	1,530
Total Revenue	330,708	326,833	3,875	1,658,012	1,634,167	23,846
Operating Expenses						
Administrative	54,976	61,589	6,614	285,305	307,946	22,640
Tenant Services	861	4,433	3,572	4,378	22,167	17,789
Utilities	44,357	68,158	23,802	356,393	340,792	(15,601)
Maintenance	69,860	112,085	42,225	453,522	560,425	106,903
Protective Services	8,795	9,754	959	43,975	48,771	4,796
COVID Related	1,022	0	(1,022)	1,022	0	(1,022)
Other Expenses	16,219	20,846	4,627	106,378	104,229	(2,149)
Subtotal Operating Expenses	196,089	276,866	80,777	1,250,974	1,384,329	133,355
Capital Outlay	0	0	0	0	0	0
Replacement Reserve Deposit	28,066	28,066	(0)	140,329	140,329	(0)
Net Revenue	106,553	21,902	84,652	266,710	109,508	157,201
Strategic Reserve	0	(21,250)	21,250	0	(106,250)	106,250
Net Revenue After Set Aside	106,553	652	105,902	266,710	3,258	263,451
North Asheville Properties						
Operating Revenue						
Tenant Rent	84,596	96,122	(11,526)	473,765	480,608	(6,844)
RAD HAP Subsidy	251,904	248,117	3,787	1,210,110	1,240,583	(30,473)
Vacancy Allowance	0	(10,328)	10,328	0	(51,638)	51,638
Other Revenue	2,909	8,418	(5,508)	26,685	42,088	(15,403)
Total Revenue	339,409	342,328	(2,920)	1,710,559	1,711,642	(1,082)
Operating Expenses						
Administrative	57,158	64,373	7,216	307,164	321,867	14,702
Tenant Services-incl HCEP	577	10,256	9,679	4,949	51,279	46,330
Utilities	79,253	64,673	(14,580)	420,609	323,367	(97,243)
Maintenance	62,209	99,921	37,712	451,446	499,604	48,158
Protective Services	9,013	9,498	485	45,065	47,492	2,427
COVID Related	780	0	(780)	780	0	(780)
Other Expenses	17,007	21,361	4,353	92,153	106,804	14,652
Subtotal Operating Expenses	225,998	270,083	44,085	1,322,166	1,350,413	28,246
Capital Outlay	0	0	0	0	0	0
Replacement Reserve Deposit	46,783	46,783	0	233,913	233,913	0
Net Revenue	66,629	25,463	41,165	154,480	127,317	27,164
Strategic Reserve	0	(24,833)	24,833	0	(124,167)	124,167
Net Revenue After Set Aside	66,629	630	65,999	154,480	3,150	151,330
RAD Properties Net Revenue	221,188	46,456	174,732	518,584	251,194	267,390
Net Revenue After Set Aside	221,188	2,539	218,649	518,584	31,611	486,973

HACA Revenue/Expense Summary May 2020

Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Fav/(Unfav)	Actual	Budget	Fav/(Unfav)
Housing Choice Voucher Program						
Operating Revenues						
Section 8 Admin. Fee Income	470,440	145,857	324,583	1,049,421	729,283	320,138
FSS Grant	0	10,699	(10,699)	0	53,496	(53,496)
Other Revenue	352,556	1,724	350,832	355,031	8,621	346,410
Total Revenue	822,996	158,280	664,716	158,280	791,400	613,052
Operating Expenses						
Administrative	114,651	119,955	5,304	572,759	599,775	27,016
Tenant Services - FSS	24,566	30,460	5,894	142,003	152,300	10,297
Maintenance	30	225	195	1,128	1,125	(3)
COVID Related	1,582	0	(1,582)	1,582	0	(1,582)
Other Expenses	7,702	9,657	1,955	40,373	48,283	7,910
Subtotal Operating Expenses	148,532	160,297	11,765	160,297	801,483	43,638
Fund Balance	0	2,667	(2,667)	0	13,333	(13,333)
Net Operating Revenue	674,465	650	673,815	(2,017)	3,250	(5,267)
Housing Assistance Payment Funds						
Revenue	1,736,948	1,769,083	(32,135)	8,713,315	8,845,417	(132,102)
Expense	1,856,864	1,769,083	87,781	8,818,842	8,845,417	(26,575)
Net HAP	(119,916)	0	(119,916)	(105,527)	0	(105,527)
HACA Central Management						
Operating Revenue						
RAD Property Management Fees	96,257	97,013	(755)	481,680	485,063	(3,383)
PH/HCVF/Other Mgmt/Bkcp Fees	80,605	54,893	25,713	362,001	274,463	87,539
Other Revenue	156,837	20,113	136,724	585,525	100,567	484,959
Total Revenue	333,700	172,018	161,681	1,429,206	860,092	569,114
Operating Expenses						
Administrative	119,085	108,233	(10,852)	555,424	541,167	(14,258)
Tenant Services	1,500	7,383	5,883	3,415	36,917	33,502
Utilities	5,106	6,808	1,702	47,709	34,038	(13,671)
Maintenance	13,132	12,081	(1,051)	101,145	60,404	(40,741)
COVID Related	1,796	0	(1,796)	3,025	0	(3,025)
Other Expenses	(6,017)	11,919	17,937	42,875	59,596	16,720
Subtotal Operating Expenses	134,601	146,424	11,823	753,593	732,121	(21,472)
Capital Outlay - Edington	2,478	25,000	22,522	362,040	125,000	237,040
Fund Balance	0	(12,500)	(12,500)	0	(62,500)	62,500
Loan to MCAH	0	12,500	12,500	0	62,500	(62,500)
HACA Central Management-Net Rev	196,621	594	196,027	313,573	2,971	310,602

**AMENDED AND RESTATED BYLAWS
OF THE
HOUSING AUTHORITY
OF THE CITY OF ASHEVILLE**

**ARTICLE I
THE AUTHORITY**

1.01 Name of Entity. The name of the entity is Housing Authority of the City of Asheville (the "Authority"). The Authority is a North Carolina public body and a body corporate and politic organized in accordance with the provisions of the Housing Authorities Law, codified at Chapter 157, Article 1 of the North Carolina General Statutes (the "Housing Authorities Law").

1.02 Creation of Authority. The Authority was formed upon the filing of a Certificate of Incorporation with the North Carolina Secretary of State on May 30, 1940.

**ARTICLE II
OFFICES**

2.01 Offices of Authority. The offices of the Authority shall be located at 165 South French Broad Avenue, Asheville, Buncombe County, North Carolina 28801, or at such other place as the Authority may designate by resolution of the Board of Commissioners.

**ARTICLE III
POWERS AND DUTIES**

3.01 Powers. The Authority shall constitute a public body and a body corporate and politic, exercising public powers, and having all the powers necessary or convenient to carry out and effectuate the purposes and provisions of the Housing Authorities Law, as codified in sections 9 and 9.2 therein.

3.02 Duties. The Authority shall be under a statutory duty to comply or to cause compliance strictly with all provisions of the Housing Authorities Law and the laws of North Carolina and in addition thereto, with each and every term, provision, and covenant in any contract of the Authority on its part to be kept or performed.

3.03 Rentals and Tenant Selection. The Authority shall manage and operate its housing projects in an efficient manner so as to enable it to fix the cost of dwelling accommodations for persons of low income at the lowest possible rates, consistent with its providing decent, safe, and sanitary dwelling accommodations. Accordingly, the Authority shall observe the additional duties enumerated in section 29, subsection (b), of the Housing Authorities Law with respect to rentals and tenant selection.

ARTICLE IV
BOARD OF COMMISSIONERS

4.01 General Powers. The property, affairs, and business of the Authority shall be managed by the Board of Commissioners. Notwithstanding anything herein to the contrary, the Authority shall be governed, and the provisions of these Bylaws shall be construed, consistent with the requirements of the Housing Authorities Law.

4.02 Number. The Board of Commissioners shall consist of five (5) commissioners appointed by the Mayor of Asheville.

4.03 Qualifications. No commissioner shall be an official of the City of Asheville. At least one of the commissioners shall be a person who is directly assisted by the Authority unless the Authority operates less than three hundred (300) public housing units, provides reasonable notice to the resident advisory board of the opportunity for at least one person who is directly assisted by the authority to serve as a commissioner, and is not notified by the resident advisory board of the intent of any such person to serve within a reasonable time after receipt of the notice by the resident advisory board. No more than one-third (1/3) of the commissioners shall be tenants of the Authority or recipients of housing assistance through any program operated by the Authority.

4.04 Appointment. The mayor of the City of Asheville (the "Mayor") shall appoint each of the Authority's commissioners, including the commissioner(s) directly assisted by the Authority. The Mayor shall file with the city clerk a certificate of the appointment or reappointment of any commissioner and such certificate shall be conclusive evidence of the due and proper appointment of such commissioner.

4.05 Terms of Office. Each commissioner shall hold office for a period of four (4) years, until such person's successor has been appointed and has qualified.

4.06 Compensation. Commissioners shall not receive any compensation for their services as such; provided, however, that they may be reimbursed for necessary expenses incurred in the discharge of their duties, including travel expenses.

4.07 Removal for Inefficiency, Neglect of Duty, or Misconduct. Any commissioner is subject to removal by the Mayor for inefficiency, neglect of duty, or misconduct in office, but only after the commissioner shall have been given a copy of the charges against him or her, which may be made by the Mayor, at least ten (10) days before the hearing thereon, and had an opportunity to be heard in person or by counsel. In the event of the removal of any commissioner for inefficiency, neglect of duty, or misconduct in office, the Mayor shall file in the office of the city clerk a record of the proceedings together with the charges made against the commissioner and the findings thereon.

4.08 Abolishment of Office. If any commissioner directly assisted by the Authority ceases to receive such assistance, such person's office shall be abolished and another person who

is directly assisted by the housing authority shall be appointed by the Mayor.

4.09 Vacancies. The Mayor shall appoint a commissioner to fill any vacancy occurring in the Board of Commissioners for the unexpired term.

ARTICLE V **OFFICERS**

5.01 Officers. The officers of the Authority shall consist of a Chairman and a Vice-Chairman of the Board of Commissioners, selected from among its commissioners, and a Secretary. The offices of Chairman and Vice-Chairman of the Board of Commissioners may not be held by the same commissioner. The Secretary shall be Executive Director of the Authority.

5.02 Election or Appointment. The Board of Commissioners shall elect the Chairman and Vice-Chairman of the Board of Commissioners from its membership at the annual meeting of the Authority. The Board of Commissioners shall appoint a Secretary; provided, however, that no commissioner shall be eligible to serve as Secretary except as a temporary appointee.

5.03 Terms of Office. The Chairman and Vice-Chairman of the Board of Commissioners shall hold office for one (1) year or until their successors are elected and qualified. The Secretary shall have such term as the Board of Commissioners fixes.

5.04 Vacancies. Should the office of Chairman or Vice-Chairman of the Board of Commissioners become vacant, the Board of Commissioners shall elect a successor from its membership at the next regular meeting of the Authority, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Board of Commissioners shall appoint a successor, as aforesaid.

5.05 Chairman of the Board of Commissioners. The Chairman of the Board of Commissioners shall preside at all meetings of the Authority. At each meeting, the Chairman of the Board of Commissioners shall submit such recommendations and information as such person may consider proper concerning the business, affairs, and policies of the Authority. Except as otherwise authorized by resolution of the Board of Commissioners, the Chairman of the Board of Commissioners shall sign all contracts, deeds, and other instruments.

5.06 Vice-Chairman of the Board of Commissioners. The Vice-Chairman of the Board of Commissioners shall perform the duties of the Chairman of the Board of Commissioners in the absence or incapacity of the Chairman of the Board of Commissioners, and in the event of the resignation or death of the Chairman of the Board of Commissioners, the Vice-Chairman of the Board of Commissioners shall perform such duties as are imposed on the Chairman of the Board of Commissioners until such time as the Board of Commissioners shall select a new Chairman of the Board of Commissioners.

5.07 Secretary. The Secretary shall: (a) be the Executive Director of the Authority

and, as such, shall have general supervision over the administration of its business and affairs, subject to the direction of the Board of Commissioners; (b) be charged with the management of the housing projects of the Authority; (c) keep the records of the Authority; (d) act as secretary of the meetings of the Authority and record all votes; (e) keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose; (f) keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority; (g) have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board of Commissioners may select; (h) keep regular books of accounts showing receipts and expenditures; (i) render to the Board of Commissioners, at each regular meeting (or more often when requested), an account of such person's transactions and also of the financial condition of the Authority; and (j) perform all duties incident to such person's office.

5.08 Bonds. The Secretary and the Assistant Secretary shall give such bond for the faithful performance of their duties as the Board of Commissioners shall determine.

5.09 Compensation. The Chairman and Vice-Chairman of the Board of Commissioners shall not receive any compensation for their services as such; provided, however, that they may be reimbursed for necessary expenses incurred in the discharge of their duties, including travel expenses. The compensation of the Secretary shall be determined by the Board of Commissioners; provided, however, that a temporary appointee selected from among the commissioners of the Board of Commissioners shall serve without compensation (other than the payment of necessary expenses).

5.10 Other Officers, Agents, and Employees. The Authority may from time to time employ technical experts and such other officers, agents, and employees, permanent and temporary, as it may require, and shall determine their qualifications, duties, and compensation. The Authority may employ its own counsel and legal staff. The Board of Commissioners may delegate to one or more of the Authority's agents or employees such powers or duties as it may deem proper.

5.11 Other Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board of Commissioners, these Bylaws, or rules and regulations of the Authority.

ARTICLE VI

MEETINGS OF THE BOARD OF COMMISSIONERS

6.01 Annual Meetings. The annual meeting of the Authority shall be held on the 4th Wednesday of October at 4:00 P.M. at the regular meeting place of the Authority. In the event such day is a legal holiday, the annual meeting shall be held on the next succeeding secular day.

6.02 Regular Meetings. Monthly or semi-monthly meetings may be held without notice at the times and places as adopted by resolution of the Board of Commissioners from time to time. For the purposes of this section and until changed by resolution of the Board of

Commissioners, the regular monthly meeting shall be held on the fourth Wednesday of each month (except in November and December which are on the third Wednesday in order to avoid holiday weeks) at 6 P.M. in the Authority Board Room at Aston Park Towers, 165 South French Broad Avenue, Asheville, Buncombe County, North Carolina 28801, or at one of the development offices.

6.03 Special Meetings. The Chairman of the Board of Commissioners may, when the Chairman seems it expedient, and shall, upon the written request of two commissioners of the Board of Commissioners, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each commissioner or may be mailed to the business or home address of each commissioner at least twenty-four hours prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the commissioners are present at a special meeting, any and all business may be transacted at such special meeting.

6.04 Quorum. A majority of the commissioners shall constitute a quorum. The powers of the Authority shall be vested in the Board of Commissioners thereof in office from time to time. Three commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board of Commissioners upon a vote of a majority of the commissioners present.

6.05 Order of Business. At the regular meetings of the Authority the following shall be the order of business:

1. Roll call;
2. Reading and approval of the minutes of the previous meeting;
3. Bills and communications;
4. Report of the Secretary;
5. New business;
6. Unfinished business;
7. Public comment;
8. Adjournment.

6.06 Resolutions. All resolutions of the Board of Commissioners shall be in writing and shall be copied in a journal of the proceedings of the Authority.

6.07 Manner of Voting. The voting on all questions coming before the Authority

shall be by roll call, and the yeas and nays shall be entered upon the minutes of such meeting, except in the case of elections when the vote may be by ballot.

6.08 Interested Commissioners. No commissioner who is also a person directly assisted by the public housing authority shall be qualified to vote on matters affecting such person's official conduct or matters affecting such person's own individual tenancy, as distinguished from matters affecting tenants in general.

6.09 Meeting by Use of Electronic Means. The Authority may hold annual meetings, monthly or semi-monthly meetings, and special meetings by use of electronic means including, but not limited to, conference telephone, Zoom, Skype, or similar online platforms, so long as communication between commissioners is simultaneous. If the Authority holds a meeting by use of electronic means, it shall provide a location and means whereby members of the public can listen to the meeting. The Authority shall give public notice of the time of the meeting and the location whereby members of the public can listen to the meeting in accordance with N.C. Gen. Stat. § 143-318.12. If the Authority holds an annual meeting by electronic means and the Board of Commissioners elects the Chairman and Vice-Chairman by ballot, each commissioner shall sign said person's ballot, the minutes shall show the vote of each commissioner voting, and the ballots shall be made available for public inspection in the office of the Secretary immediately following the meeting at which the vote took place and until the next regular meeting of the Authority.

ARTICLE VII INTERESTED PERSONS

7.01 Interested Commissioners or Employees. No commissioner or employee of the Authority shall acquire any interest direct or indirect in any housing project or in any property included or planned to be included in any project, nor shall such person have any interest direct or indirect in any contract or proposed contract for materials or services to be furnished or used in connection with any housing project. If any commissioner or employee of the Authority owns or controls an interest direct or indirect in any property included or planned to be included in any housing project, such person shall immediately disclose the same in writing to the Authority and such disclosure shall be entered upon the minutes of the Authority. Failure to so disclose such interest shall constitute misconduct in office.

ARTICLE VIII GENERAL PROVISIONS

8.01 Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

8.02 Reports. The Authority shall at least once a year file with the Mayor a report of its activities for the preceding year, and shall make any recommendations with reference to any additional legislation or other action that may be necessary in order to carry the Authority's purposes.

8.03 Orders and Checks for the Payment of Money. Except as otherwise authorized by resolution of the Board of Commissioners, and under direction of the Board of Commissioners, all orders and checks for the payment of money shall bear the signatures of at least two of the following: The five commissioners of the Board of Commissioners, the Secretary-Executive Director, and the Assistant Secretary employed by the Authority.

8.04 Area of Operation. The boundaries or area of operation of the Authority shall include the City of Asheville and the area within ten (10) miles from its territorial boundaries, but in no event shall it include the whole or a part of any other city, except as otherwise provided in section 39.1 of the Housing Authorities Law.

8.05 Bonds. The Authority may issue bonds in accordance with sections 14 through 16 of the Housing Authorities Law.

8.06 Security for Funds Deposited. The Authority may by resolution of the Board of Commissioners provide that (a) all moneys deposited by it shall be secured by obligations of the United States or of the State of a market value equal at all times to the amount of such deposits or (b) by any securities in which savings banks may legally invest funds within their control or (c) by an undertaking which such sureties as shall be approved by the authority faithfully to keep and pay over upon the order of the authority any such deposits and agreed interest thereon, and all banks and trust companies are authorized to give any security for such deposits.

8.07 Cooperation of Authorities. The Authority may join or cooperate with any one or more authorities in the exercise, either jointly or otherwise, of any or all of their powers for the purpose of financing (including the issuance of bonds, notes or other obligations and giving security therefor), planning, undertaking, owning, constructing, operating or contracting with respect to a housing project or projects located within the boundaries of any one or more of said authorities. For such purpose, the Authority may by resolution of the Board of Commissioners prescribe and authorize any other housing authority or authorities, so joining or cooperating with the Authority, to act on behalf with respect to any or all of such powers. In the event the Authority joins or cooperates with another, it may by resolution of the Board of Commissioners appoint from among its commissioners an executive committee with full power to act on behalf of the Authority with respect to any or all of its powers, as prescribed by resolutions of the Board of Commissioners.

8.08 Severability. The invalidity of any part of these Bylaws shall not impair or affect in any manner the validity, enforceability, or effect of the balance of these Bylaws.

8.09 Captions. The captions herein are inserted only as a matter of convenience and for reference and in no way define, limit, or describe the scope of these Bylaws or the intent of any provision thereof.

8.10 Gender and Grammar. The use of the masculine gender in the Bylaws shall be deemed to include the feminine gender, and the use of the singular shall be deemed to include the

plural, whenever the context so requires.

8.11 Amendments. The Bylaws of the Authority shall be amended only with the approval of at least three of the commissioners of the Board of Commissioners at a regular or a special meeting, but no such amendments shall be adopted unless at least three days written notice thereof has been previously given to all commissioners of the Board of Commissioners.



ASHEVILLE HOUSING AUTHORITY
HOUSING CHOICE VOUCHER PROGRAM
165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

CARES ACT LANDLORD INCENTIVES POLICY
EFFECTIVE DATE: JUNE 24, 2020

Asheville Housing Authority hereby implements the following landlord incentives to respond to the COVID-19 pandemic and facilitate leasing in the Housing Choice Voucher Program (HCVP). These incentives are offered with temporary CARES Act funding so long as that funding is available. They are intended to maximize owner participation and assist all HCVP participants looking for a tenant-based unit to lease where their family can be safe. These incentives do not apply to existing project-based voucher units. *Note that security deposit assistance is the only incentive that can be combined with another landlord incentive.*

Security Deposit Assistance - Security deposit assistance will be provided to all Housing Choice Voucher holders, paid to the landlord, in an amount up to one month's rent. Upon completion of tenancy, any applicable refund shall be payable to the Tenant.

Referral Bonus - \$1,000 will be paid to each existing HCV landlord who refers a new landlord who leases his/her rental unit through HCVP.

Sign On Bonus - \$1,000 will be paid to each new landlord who leases his/her rental unit through HCVP.

New Unit Incentive - \$1,000 will be paid to each existing HCV landlord for each "new to HCV" unit leased up through HCVP, up to a maximum of five new units or \$5,000 per landlord.

Hard to House Unit Bonus - \$1,000 will be paid to each existing HCV landlord who leases up a "hard to house" unit based on bedroom size (4+ bedrooms) through HCVP.

Holding Fee - Payment will be made to landlords who "hold" units for voucher holders during the approval, inspection, and contract stages (i.e. compensation to make up for additional admin time for participating with HCVP including RFTA completion, review and approval, inspection process, etc.). Payment will be a prorated amount of the contract rent for the period beginning the date the unit is move-in ready AND RFTA is submitted, and ending when the unit passes HQS inspection. Unit must pass HQS inspection within 30 days of RFTA submission. Holding fee payment cannot exceed one month's rent amount.

Vacancy Payments - Payment will be made to an HCV landlord in an amount equal to one month's rent if his/her tenant vacates the rental unit without adequate notice (i.e., minimum 30 days). An additional month's rent will be paid if the landlord agrees to lease to another HCV supported tenant.