



Asheville Housing Authority
Regular Meeting of the Board of Commissioners
March 25, 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
 Raynetta Waters, Vice Chair
 Jennifer Pickering, Member
 Tilman Jackson, Member

Agenda Topics

▪ **Call to Order**

▪ **Roll Call**

Present

Absent

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

▪ **Approval of the February 24 and 26, 2020 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 2020 Success Rate Payment Standards for the Housing Choice Voucher Program.

Motion

Second

2. Authorization for the Finance Director to transfer \$250,000 in non-federal funds to Asheville Housing Development, Inc., for the purpose of acquiring equipment and transitioning operations of the Edington Center Southside Kitchen from Green Opportunities and to establish a crisis kitchen serving elders and others impacted by the coronavirus crisis.

Motion

Second

3. Authorization for the Housing Choice Voucher Program to adjust Tenant Rent on the first day of the month following notification of any lost income resulting from the coronavirus crisis/economic downturn, provided that Tenant Rent will be readjusted by an interim reevaluation after that lost income is restored. Self-certification will be sufficient as initial verification for such an adjustment, so long as the resident provides third-party verification within 30 days.

Motion

Second

4. Authorization to change the location of monthly Board of Commissioners meetings to the Central Office Board Room and to allow participation of Board members by telephone conference.

Motion

Second

▪ **Old 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: Review of Agenda Items
 Discussion of New Board Member
 Update on HR Survey

Minutes from Call Meeting

2/24/20 at 7:20 pm

Edington Center

In attendance: Cassandra Wells - Chair

Raynetta C. Waters - Vice Chair

Jennifer Pickering - Member

Julie Mayfield - Liaison for City Council

Esther Manheimer - Mayor of Asheville

- Allow Executive Director, David Nash to address letter emailed to City of Asheville Mayor, Esther Manheimer.
- Hire an HR consultant to complete staff interviews to address morale concerns
- Appoint new board member to fill vacant position of Bruce Kennedy -
- Request contract for Executive Director, David Nash
- Request job description Robert Hooper, Tara Irby, Sheri Guyton and Teresa Jenkins
- What is our five-year plan for Housing Authority?
- Are we interacting with Dogwood (part of the Mission Hospital transition) to incorporate their resources to help in financing projects w/Housing Authority?

Cassandra Wells, Chair

ATTEST:

Raynetta Waters, Vice Chair



Asheville Housing Authority Commission Meeting Minutes February 26, 2020

I. Work Session

The work session was held at the Central Office starting at 5:02 pm. The following Commissioners were present: Chair Cassandra Wells, Vice Chair Raynetta Waters, and Jennifer Pickering. The following Commissioners were absent: Tilman Jackson.

The members of the Board of Commissioners decided to enter a closed work session at 5:05 pm. The meeting with called to order by Chair Cassandra Wells. The closed work session ended at 5:53 pm.

II. Regular Meeting - Call to order

Chair Cassandra Wells called the regular meeting of the Board of Commissioners to order at **6:07 pm on Wednesday, February 26, 2020 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, and Jennifer Pickering. The following Commissioners were absent: Tilman Jackson.

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 **January 22, 2020.**

IV. Bills and Communications

The Executive Director and Board Chair reported that Commissioner Bruce Kennedy has resigned from the Board for personal reasons.

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 96% occupied. There were 15 units that were on rehab/hold status, 61 units being prepared for leasing, 5 ready for leasing, and 30 move-ins. The average turnaround days per unit was 35 days.

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, 2790 leased, 472 available, and 94 assigned/looking. There were 5 mobility moves, 29 move-ins, 17 move-outs, 186 inspections, and 243 annual 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 268 participants in the program and 162 escrow accounts. In January, there were 5 new FSS participants enrolled, 2 newly established escrow accounts, and 3 graduates. There are 8 families under contract for homeownership.

Robert Butler introduced the 3 FSS graduates and the Housing Authority presented them with certificates and their final disbursement checks. The graduates included 2 HACA employees and one participant in the HCV Homeownership Program.

d) Financial Report

No report this month. Staff are still working on closing out the 2019 books, which were delayed this year because of the staff turnover.

e) Residents Council Report

No Report.

f) Edington Center Report

David Nash reported that the Edington Center auditorium is closer to being completed and could be completed by the end of March.

g) Property Management Report

Robert Hooper reported on building 17 in Hillcrest. The contractors are making good progress. The building inspection will hopefully be completed by mid-March. He also reported that several replacement reserve projects had been completed in Hillcrest to include; roof replacements, and fire-stop installations. In West Asheville, he reported on the following projects; roofing and the installation of water saving aerators and shower heads.

Sheri Guyton reported on the replacement reserve projects for Central Asheville, including a plan to install new cameras along Black and Palmer Streets.

VI. New Business

1) Approval of Resolution No. 2020-1 approval of financing team and making certain findings with respect to the issuance of multifamily housing revenue bonds for Arrowhead Apartments.

Attorney Vince Childress reviewed the legal documents regarding the Arrowhead Development project. David Nash provided an overview of the project, which was initially presented at a board meeting in mid-2019. It will include acquisition and

rehab of this development that serves seniors and people with disabilities. He informed the board that Resolution No. 2020-1 is for approval to of the financing team and the project in general. Jennifer Pickering agreed with the resolution and requested more information regarding the equity policies and procedures regarding the project. David agreed to encourage the developer to hire local small and historically underutilized businesses, and to refer such businesses to the developer.

Raynetta Waters made a motion, seconded by **Jennifer Pickering** to approve Resolution No. 2020-1 approval of financing team and making certain findings with respect to the issuance of multifamily housing revenue bonds for Arrowhead Apartments.

AYE

NAY

The Board voted as follows:

Ms. Cassandra Wells
Ms. Raynetta Water
Ms. Jennifer Pickering

2) Approval of Resolution No. 2020-2 authorizing issuance and sale of multifamily housing revenue bonds for Arrowhead Apartments.

Vince Childress discussed the difference between the resolutions related to the Arrowhead Apartments. He explained that this resolution provided approval to execute documents and move forward with the sale of the housing revenue bonds to the Arrowhead property.

Raynetta Waters made a motion, seconded by **Jennifer Pickering** to approve Resolution No. 2020-2 authorizing issuance and sale of multifamily housing revenue bonds for Arrowhead Apartments.

AYE

NAY

The Board voted as follows:

Ms. Cassandra Wells
Ms. Raynetta Water
Ms. Jennifer Pickering

3) Approval of RAD Property Replacement Reserve Budgets for 2020.

The replacement reserve budget was reviewed and the Property Management Directors provided an update regarding the replacement reserve projects in the developments, as outlined in those budgets.

Raynetta Waters made a motion, seconded by **Jennifer Pickering** to approve RAD Property Reserve Budgets for 2020.

AYE

NAY

The Board voted as follows:

Ms. Cassandra Wells
Ms. Raynetta Water
Ms. Jennifer Pickering

VII. Unfinished Business

None.

VIII. Public Comment

None.

IX. Adjournment

There being no further business to come before the Board, the meeting adjourned at 6:39 pm. The next meeting will be held at 6:00 pm on March 25, 2020 at Bartlett Arms Apartments, 121 Bartlett Street, Asheville, NC 28801.

Cassandra Wells, Chair

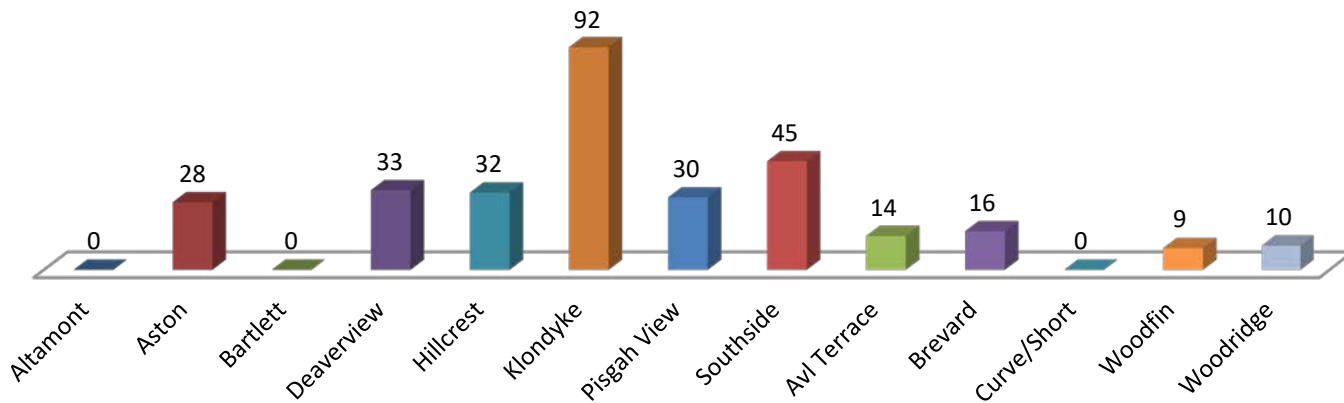
ATTEST:

David Nash, Secretary

Asheville Housing & Related Properties - Occupancy February 2020

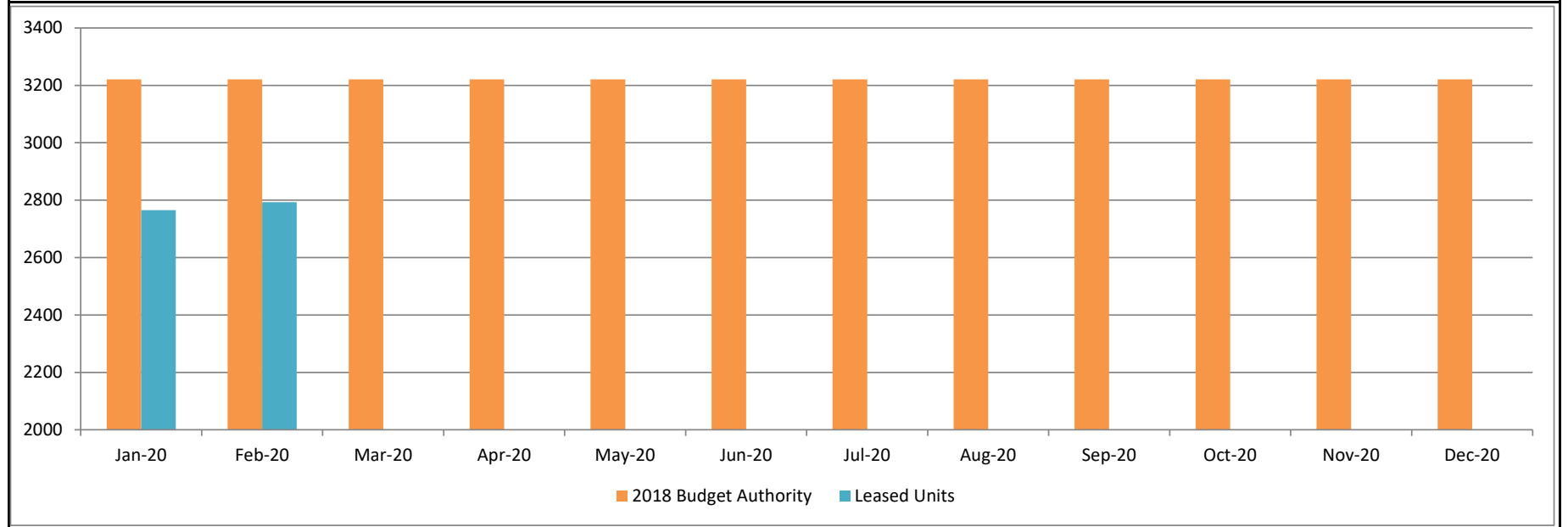
Property	Units	Occupied	Occ Rate	Rehab/ Hold	Make Ready	Ready	Moved In	Vacant Days	Average	
RAD PBV	Altamont	55	47	85%	3	5	0	0	✓ 0	
	Aston	161	154	96%		7	3	84	✓ 28	
	Bartlett	114	108	95%		6	0	0	✓ 0	
	Deaverview	160	147	92%	7	6	3	101	⚠ 33	
	Hillcrest	227	212	93%	6	9	7	226	⚠ 32	
	Klondyke	182	174	96%		8	2	185	✗ 92	
	Pisgah View	256	248	97%		8	6	181	✓ 30	
	Southside	274	268	98%		6	4	179	✗ 45	
Other	Avl Terrace	248	241	97%		2	5	1	14	✓ 14
	Brevard	163	160	98%		3		3	48	✓ 16
	Curve/Short	2	2	100%				0	0	✓ 0
	Woodfin	19	18	95%			1	1	9	✓ 9
	Woodridge	160	158	99%		1	1	3	31	✓ 10
Total	2021	1937	96%	16	61	7	33	1058	⚠ 32	

Average Days to Lease Up



Asheville Housing Vouchers -February 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	1346	🟡 96.8%	45			0	21	13	116	93
Project Based - LH	20	20	20	🟢 100.0%	0		0	0	0	0	2	
Tenant Based - VASH	341	337	294	🔴 87.3%	43	7	0	5	1	22	21	
Tenant Based - NED	75	74	67	🔴 90.5%	7	1	0	0	1	6	2	
Tenant Based - Mainstream	28	28	13	🔴 19.4%	28	7	0	0	0	0	0	
Tenant Based - Other	1369	1399	1053	🔴 75.3%	346	49	2	0	5	45	65	
Total HCVP	3262	3221	2793	🔴 86.7%	469	64	2	26	20	189	183	

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
Leased Units	2765	2793											2779
%	86%	87%											86.3%
Wait List	1461	1763											1612
HAP Reserve	975,853												975,853



Family Self-Sufficiency/Homeownership Report - February 2020

Family Self-Sufficiency Program	Central AVL	Southside	West AVL	North AVL	Tenant-Based	Total
Current FSS Participants	18	58	35	57	102	270
Established FSS Accounts	12	35	17	33	68	165
FSS Account Balances	\$28,503	\$132,972	\$41,050	\$119,562	\$367,539	\$689,626
Total Distributed since 01/2017						\$303,465
Graduates (Since 1/2017)						37
Results and Updates this Month:	We have 4 new participants for the month of January, and 7 new escrow accounts.					
Homeownership Program	Central AVL	Southside	West AVL	North AVL	Tenant-Based	Total
Current Homeownership Applicants	4	7	5	1	23	40
Completed Homebuyer Education	1	0	1	1	2	25
Completed All Prerequisites	0	1	1	1	14	17
Under Contract	0	0	1	1	5	7
New Homeowners (this month)	0	0	0	0	1	1
Total Current Homeowners						62
Results and Updates this Month:	1 family closed on a home in the month of February. 2 families scheduled to close in March, and 3 have homes in the building process. 2 families on hold with USDA.					

HACA Revenue/Expense Summary February 2020

Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Fav/(Unfav)	Actual	Budget	Fav/(Unfav)
Central Asheville Properties						
Operating Revenue						
Tenant Rent	62,016	62,744	(728)	127,476	125,488	1,988
RAD HAP Subsidy	134,232	140,724	(6,492)	266,950	281,448	(14,498)
Vacancy Allowance	0	(6,104)	6,104	0	(12,208)	12,208
Other Revenue	6,958	7,623	(665)	14,470	15,245	(775)
Total Operating Revenue	203,206	204,987	(1,781)	408,896	409,973	(1,077)
Operating Expenses						
Administrative	18,304	34,127	15,823	42,978	68,253	25,275
Tenant Services	2,584	3,858	1,274	5,167	7,717	2,550
Utilities	52,936	30,245	(22,691)	69,691	60,490	(9,201)
Maintenance	62,377	80,573	18,196	135,897	161,145	25,248
Protective Services	7,546	8,000	454	14,876	16,000	1,124
Other Expenses	1,545	18,018	16,473	60	36,037	35,977
Subtotal Operating Expenses	145,292	174,821	29,529	268,669	349,642	80,973
Capital Outlays	0	0	0	0	0	0
Replacement Reserve Deposit	0	(32,750)	32,750	0	(65,500)	65,500
Net Revenue	57,914	(2,584)	60,498	140,227	(5,168)	145,395
Strategic Reserve	0	3,250	(3,250)	0	6,500	(6,500)
Net Revenue After Set Aside	57,914	666	57,248	140,227	1,332	138,895

Southside Properties						
Operating Revenue						
Tenant Rent	69,617	63,624	5,993	137,199	127,248	9,951
RAD HAP Subsidy	155,792	162,782	(6,990)	312,939	325,563	(12,624)
Vacancy Allowance	0	(6,793)	6,793	0	(13,585)	13,585
Other Revenue	5,231	4,148	1,084	9,266	8,295	971
Total Revenue	230,640	223,761	6,880	459,404	447,522	11,883
Operating Expenses						
Administrative	18,491	45,558	27,067	58,182	91,117	32,935
Tenant Services	1,371	2,977	1,606	3,277	5,953	2,676
Utilities	81,365	47,575	(33,790)	109,689	95,150	(14,539)
Maintenance	64,377	75,561	11,184	132,898	151,122	18,224
Protective Services	0	6,418	6,418	0	12,835	12,835
Other Expenses	3,710	14,996	11,286	3,685	29,992	26,307
Subtotal Operating Expenses	169,313	193,084	23,771	307,731	386,168	78,437
Capital Outlay	0	0	0	0	0	0
Replacement Reserve Deposit	0	(29,002)	29,002	0	(58,003)	58,003
Net Revenue	61,327	1,675	59,652	151,673	3,350	148,323
Strategic Reserve	0	(1,083)	1,083	0	(2,167)	2,167
Net Revenue After Set Aside	61,327	592	60,735	151,673	1,183	150,490

HACA Revenue/Expense Summary February 2020

Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Fav/(Unfav)	Actual	Budget	Fav/(Unfav)
West Asheville Properties						
Operating Revenue						
Tenant Rent	65,830	65,445	385	134,109	130,890	3,219
RAD HAP Subsidy	252,537	262,305	(9,768)	505,914	524,610	(18,696)
Vacancy Allowance	0	(9,833)	9,833	0	(19,665)	19,665
Other Revenue	12,814	8,916	3,898	25,628	17,832	7,796
Total Revenue	331,181	326,833	4,348	665,651	653,667	11,984
Operating Expenses						
Administrative	23,701	61,589	37,888	77,842	123,178	45,337
Tenant Services	861	4,433	3,572	1,722	8,867	7,144
Utilities	83,373	68,158	(15,215)	154,840	136,317	(18,524)
Maintenance	95,142	112,085	16,943	185,751	224,170	38,419
Protective Services	0	9,754	9,754	0	19,508	19,508
Other Expenses	7,984	20,846	12,862	8,004	41,692	33,687
Subtotal Operating Expenses	211,061	276,866	65,804	428,160	553,732	125,571
Capital Outlay	0	0	0	0	0	0
Replacement Reserve Deposit	0	(28,066)	28,066	0	(56,132)	56,132
Net Revenue	120,120	21,902	98,218	237,490	43,803	193,687
Strategic Reserve	0	(21,250)	21,250	0	(42,500)	42,500
Net Revenue After Set Aside	120,120	652	119,468	237,490	1,303	236,187

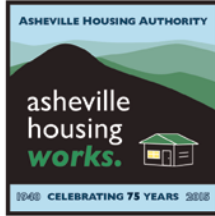
North Asheville Properties						
Operating Revenue						
Tenant Rent	99,817	96,122	3,695	201,116	192,243	8,873
RAD HAP Subsidy	237,749	248,117	(10,368)	469,636	496,233	(26,597)
Vacancy Allowance	0	(10,328)	10,328	0	(20,655)	20,655
Other Revenue	7,674	8,418	(744)	15,661	16,835	(1,174)
Total Revenue	345,240	342,328	2,911	686,413	684,657	1,756
Operating Expenses						
Administrative	26,674	64,373	37,700	84,995	128,747	43,752
Tenant Services-incl HCEP	1,258	10,256	8,998	2,267	20,512	18,245
Utilities	47,133	64,673	17,540	157,387	129,347	(28,040)
Maintenance	79,002	99,921	20,918	182,467	199,842	17,375
Protective Services	0	9,498	9,498	0	18,997	18,997
Other Expenses	1,841	21,361	19,520	1,862	42,722	40,859
Subtotal Operating Expenses	155,908	270,083	114,174	428,977	540,165	111,188
Capital Outlay	0	0	0	0	0	0
Replacement Reserve Deposit	0	(46,783)	46,783	0	(93,565)	93,565
Net Revenue	189,332	25,463	163,868	257,436	50,927	206,509
Strategic Reserve	0	(24,833)	24,833	0	(49,667)	49,667
Net Revenue After Set Aside	189,332	630	188,702	257,436	1,260	256,176
RAD Properties Net Revenue	428,692	46,456	382,236	786,826	92,912	693,915
Net Revenue After Set Aside	428,692	2,539	426,153	786,826	5,078	781,748

HACA Revenue/Expense Summary February 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	142,187	145,857	(3,670)	284,374	291,713	(7,339)
FSS Grant	0	10,699	(10,699)	0	21,398	(21,398)
Other Revenue	2,469	1,724	745	2,472	3,448	(976)
Total Revenue	144,656	158,280	(13,624)	286,846	316,560	(29,714)
Operating Expenses						
Administrative	99,559	119,955	20,396	201,723	239,910	38,187
Tenant Services - FSS	26,473	30,460	3,987	50,142	60,920	10,778
Maintenance	432	225	(207)	492	450	(42)
Other Expenses	1,422	9,657	8,234	1,569	19,313	17,744
Subtotal Operating Expenses	127,885	160,297	32,411	253,927	320,593	66,667
Fund Balance	0	2,667	(2,667)	0	5,333	(5,333)
Net Operating Revenue	16,771	650	16,121	32,920	1,300	31,620
Housing Assistance Payment Funds						
Revenue	1,650,222	1,769,083	(118,861)	3,300,444	3,538,167	(237,723)
Expense	1,742,767	1,769,083	(26,316)	3,458,464	3,538,167	(79,703)
Net HAP	(92,545)	0	(92,545)	(158,020)	0	(158,020)

HACA Central Management						
Operating Revenue						
RAD Property Management Fees	0	97,013	(97,013)	91,921	194,025	(102,104)
PH/HCV/Other Mgmt/Bkcp Fees	73,648	54,893	18,756	153,079	109,785	43,294
Other Revenue	50	20,113	(20,063)	50	40,227	(40,177)
Total Revenue	73,698	172,018	(98,320)	245,049	344,037	(98,987)
Operating Expenses						
Administrative	95,719	108,233	12,514	183,817	216,467	32,650
Tenant Services	6	7,383	7,377	197	14,767	14,570
Utilities	9,888	6,808	(3,081)	10,800	13,615	2,815
Maintenance	6,971	12,081	5,110	18,195	24,162	5,967
Other Expenses	487	11,919	11,432	3,736	23,838	20,103
Subtotal Operating Expenses	113,071	146,424	33,353	216,744	292,848	76,104
Capital Outlay - Edington	177,805	(25,000)	(202,805)	225,529	(50,000)	275,529
Fund Balance	0	12,500	12,500	0	25,000	(25,000)
Loan to MCAH	0	(12,500)	(12,500)	0	(25,000)	25,000
HACA Central Management-Net Rev	138,432	594	137,838	253,834	1,188	252,646



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

2020 SUCCESS RATE PAYMENT STANDARDS
Change Effective Date: April 11, 2020

Old Payment Standards	0BR	1BR	2BR	3BR	4BR
2019 HUD Fair Market Rents	794	799	993	1356	1744
2019 HUD 50th Percentile Rents	870	875	1088	1485	1911
2019 Asheville Housing Payment Standards	957	962	1196	1633	2102

New Payment Standards	0BR	1BR	2BR	3BR	4BR
2020 HUD Fair Market Rents	1039	1045	1255	1717	2203
2020 HUD 50th Percentile Rents	1115	1122	1347	1843	2365
2020 Asheville Housing Payment Standards (4/11/2020)	1170	1234	1481	2027	2601

Note: These payment standards are for private market housing and do not affect the contract rent amounts for Asheville Housing's RAD Project Based Voucher (former public housing) units.