



Asheville Housing Authority
Regular Meeting of the Board of Commissioners
May 27, 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
 Gene Bell, Member

Agenda Topics

▪ **Call to Order**

▪ **Roll Call**

Present

Absent

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

▪ **Approval of the April 22, 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. 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.

Motion _____ Second_____

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

- **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: Review of Agenda Items
 Discussion of New Board Member



Asheville Housing Authority Commission Meeting Minutes April 22, 2020

I. Work Session

The work session was held via Zoom Meeting starting at 5:13 pm. The following Commissioners were present: Chair Cassandra Wells, Vice Chair Raynetta Waters, Tilman Jackson, 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 for Housing Choice Voucher Program to use self-certification when needed as the highest form of income verification for annual and interim reexaminations as authorized by HUD Notice PIH-2020-5. He explained that during last month's board meeting we implemented a process which would make it easier for tenants to report income losses in order to receive an adjustment. This agenda item allows the Housing Choice Voucher Program to use a no-contact method for verifying income. This is part of the waiver notice sent out by HUD on April 10th, 2020. During the waiver period, we will not need 3rd party verifications to process adjustments. We will be able to accept a self-certification in order to make rent adjustments.

David reviewed agenda item #2; approval to postpone biennial inspections of occupied units for both tenant-based and project-based units as authorized by HUD Notice PIH-2020-5. David advised that we are still doing housing quality inspections on vacant units before a new move-in. However, HUD recognizes that it is unsafe for both residents and inspectors to do inspections of occupied units at this time due to COVID-19. With this waiver HUD allows us to postpone the deadline for these inspections to October 31, 2020.

David reviewed agenda item #3; authorization for the Executive Director to implement additional policy waivers authorized by HUD in Notice PIH-2020-5, and other similar notices, as he determines necessary or beneficial to Asheville Housing residents and staff operations, subject to subsequent review and ratification by the Board. He shared that this agenda item will allow us to move quickly between board meetings and provide the ability to adjust policies to utilize the waivers provided by HUD in response to the COVID-19 pandemic. David will contact each board member to inform them of any policy adjustments being implemented.

David reviewed agenda item #4; approval of updated contract rents for Lee Walker Heights based on the annual Operating Cost Adjustment Factor (OCAF). He explained that this is an action that can be done annually at the time of the HAP contract renewal. This year,

HUD allows us to use a 2.4% inflation factor. This adjustment will not impact tenant rent so long as they are on subsidy. Tenant rent will continue to be based upon their income.

David presented the final agenda item #5; approval of temporary benefits to support Asheville Housing employees working through the COVID-19 crisis. David reviewed the supplemental PTO and condensed work schedule plans to be effective through December 31, 2020. These plans will provide additional support to staff during the crisis.

The work session ended at 5:57 pm.

II. Regular Meeting - Call to order

Chair Cassandra Wells called the regular meeting of the Board of Commissioners to order at **6:02 pm on Wednesday, April 22, 2020** at the Central Office, 165 S. French Broad Ave., Asheville, NC 28801. The meeting was facilitated via a Zoom Meeting due to COVID-19. Some 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, and Jennifer Pickering.

III. Approval of minutes from last meeting

Raynetta Waters made a motion, seconded by **Tilman Jackson**, to approve the minutes. The Commissioners unanimously approved the minutes of **March 25, 2020**.

IV. Bills and Communications

David Nash shared that the Lee Walker Heights redevelopment project continues to move forward. He shared pictures of the past 6 months of progress. He also shared that the Southside Kitchen has been successfully reactivated for about a month. David shared that we are beginning to partner with a new fundraising platform called “We Give A Share” to support local farmers by using donations from the public to purchase locally grown produce, cheese, and meat for preparation of meals at the Southside Kitchen. Those meals are delivered by HACA staff without charge to elderly, disabled, and quarantined HACA residents. Our affiliate, Asheville Housing Development, Inc. is serving as fiscal sponsor for We Give A Share, and is working with Green Opportunities to transition management of the kitchen training program on or around July 1, 2020.

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 96% occupied. There were 16 units that were on rehab/hold status, 54 units being prepared for leasing, 8 ready for leasing, and 46 move-ins. The total vacancy days was 1611 with an average turn around per unit of 35 days. She explained that Aston had an emergency transfer that impacted turn around days. They’ve also had individuals back out at the last minute. Southside had 2 emergency transfers and heavily damaged units; needing subfloor and wall replacements.

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, 2792 leased, 457 available, and 92 assigned/looking. There was 1 mobility move, 23 move-ins, 17 move-outs, 187 inspections, and 219 re-exams. She also reported that 162 interim adjustments have been processed due to COVID-19, which is approximately \$48,000 (\$296 per household) per month. The red flags in the report are due to the lease up numbers and we hope those will continue to improve as leasing increases with our new payment standards approved last 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 172 escrow accounts. In March, there was 1 new FSS participant enrolled and 4 new established escrow accounts. For homeownership, there is 1 family scheduled to close in April, 2 scheduled to close in May and in June. There are 2 families on hold with the USDA due to the COVID-19 crisis. She also presented that one of the FSS participants received a car from Working Wheels in March, and the program has reached milestone of \$1 million dollars in escrow, including amounts distributed to graduates, since 2017.

d) Financial Report

David Nash reported the financial report as submitted with the board report. He reported that the properties are doing well financially; all showing positive bottom lines year-to-date. He reported that the Housing Choice Voucher Program is slightly over budget in administration, however HUD has promised some additional funding that may assist. Overall, the agency is doing well financially.

e) Residents Council Report

Shuvonda Harper reported that she is meeting with Parks & Recreation regarding activity kits for the kids in the developments, which will help to keep them occupied. Additionally, there will be activities available for senior residents as well.

f) Edington Center Report

Shuvonda Harper reported that it has been quiet at the Edington Center these days. The auditorium project is moving forward. Hopefully, the project will be completed by May 2020. The kitchen is up and running on a daily basis preparing the meals for delivery.

g) Property Management Report

Sheri Guyton reported that the development offices are closed for face-to-face contact. Many office staff are working remotely with telephone and computer access; working on making resident contact to provide additional support and resources. Personal protective equipment has been distributed to the staff to protect against the spread of the COVID-19 virus. Maintenance staff are only focusing on emergency

maintenance work orders and preparing vacant units during this time. Additionally, communications have increased in an effort to educate residents about COVID-19 and encourage residents to adhere to the social distancing guidelines.

VI. New Business

- 1) Approval to use self-certification when needed as the highest form of income verification for annual and interim reexaminations, as authorized in HUD Notice PIH-2020-5, (PH and HCV 4 and 5; pp. 8-10).**

David Nash shared that this was similar to last month's agenda item; to expedite the process for residents to process rent adjustments due to loss of income based on the coronavirus pandemic. HUD is allowing us to use this waiver to expedite those rent adjustments. Brandy shared that they are planning to request verification whenever possible, but this will provide residents with some flexibility and allow us to move quickly.

Raynetta Waters made a motion, seconded by **Jennifer Pickering** to approve the use of self-certification when needed as the highest form of income verification for annual and interim reexaminations, as authorized in HUD Notice PIH-2020-5, (PH and HCV 4 and 5; pp. 8-10).

The Board voted as follows:

AYE

Ms. Cassandra Wells
Ms. Raynetta Water
Ms. Jennifer Pickering
Mr. Tilman Jackson

NAY

- 2) Approval to postpone biennial inspections of occupied units for both tenant-based and project-based units, as authorized by HUD Notice PIH-2020-5, HQS Inspection Requirements Biennial Inspections (HQS-5, pp. 15-16).**

David Nash explained that HUD is allowing the postponement of the biennial inspections through October 31st, 2020 to minimize virus transmission from inspection of occupied units. Due to COVID-19, HUD wants to protect the safety of inspectors and residents.

Jennifer Pickering made a motion, seconded by **Raynetta Waters** to approve postponing biennial inspections of occupied units for both tenant-based and project-based units, as authorized by HUD Notice PIH-2020-5, HQS Inspection Requirements Biennial Inspections (HQS-5, pp. 15-16).

The Board voted as follows:

AYE

NAY

Ms. Cassandra Wells
Ms. Raynetta Water
Ms. Jennifer Pickering
Mr. Tilman Jackson

- 3) **Authorization for Executive Director to implement additional policy waivers authorized by HUD in Notice PIH-2020-5 and other similar notices, as he determines necessary or beneficial to Asheville Housing Authority residents and staff operations, subject to subsequent review and ratification by the Board.**

David Nash explained that this will allow for quick action to be taken to adopt HUD waivers and allow the Housing Authority to respond to situations presented by the COVID-19 crisis efficiently and effectively. He will communicate with the board regarding any new policies and procedures prior to implementation.

Raynetta Waters made a motion, seconded by **Jennifer Pickering** to authorize the Executive Director to implement additional policy waivers authorized by HUD in Notice PIH-2020-5 and other similar notices, as he determines necessary or beneficial to Asheville Housing Authority residents and staff operations, subject to subsequent review and ratification by the Board.

The Board voted as follows:

AYE

NAY

Ms. Cassandra Wells
Ms. Raynetta Water
Ms. Jennifer Pickering
Mr. Tilman Jackson

- 4) **Approval of updated contract rents for Lee Walker Heights based on the annual Operating Cost Adjustment Factor (OCAF), effective June 1, 2020.**

David Nash reviewed the contract rents as presented in the board packet. He explained that the inflation adjustment is based on HUD's Operation Cost Adjustment Factor of 2.4% in North Carolina this year. These adjustments will impact PBV properties. Tenant rents will continue to be calculated based upon income.

Raynetta Waters made a motion, seconded by **Tilman Jackson** to approve the updated contract rents for Lee Walker Heights based on the annual Operating Cost Adjustment Factor (OCAF), effective June 1, 2020.

The Board voted as follows:

AYE

NAY

Ms. Cassandra Wells
Ms. Raynetta Water

Ms. Jennifer Pickering
Mr. Tilman Jackson

5) Approval of temporary benefits to support Asheville Housing employees working through the coronavirus epidemic, effective through December 31, 2020.

David Nash shared his gratitude for the Housing Authority staff for working hard during this crisis. He explained that these temporary benefits are being to recognize Housing Authority staff for their hard work and provide them with additional support during this difficult time.

Jennifer Pickering made a motion, seconded by **Tilman Jackson** to approve temporary benefits to support Asheville Housing employees working through the coronavirus epidemic, effective through December 31, 2020.

The Board voted as follows:

AYE

NAY

Ms. Cassandra Wells
Ms. Raynetta Water
Ms. Jennifer Pickering
Mr. Tilman Jackson

VII. Unfinished Business

None.

VIII. Public Comment

Shuvonda Harper expressed her gratitude for the meal deliveries and additional support provided to residents during this crisis.

IX. Adjournment

There being no further business to come before the Board, the meeting adjourned at 6:48 pm. The next meeting will be held at 6:00 pm on May 27, 2020 at Asheville Housing Authority Central Office, 165 S. French Broad Avenue, Asheville, NC 28801.

Cassandra Wells, Chair

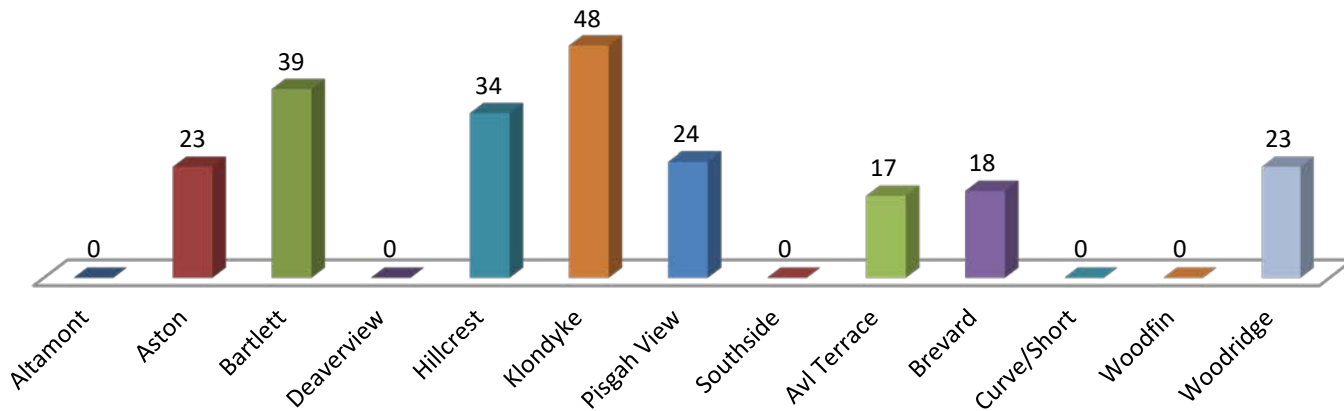
ATTEST:

David Nash, Secretary

Asheville Housing & Related Properties - Occupancy April 2020

Property	Units	Occupied	Occ Rate	Rehab/ Hold	Make Ready	Ready	Moved In	Vacant Days	Average		
RAD PBV	Altamont	55	46	84%	7	2	0	0	✓	0	
	Aston	161	153	95%		8	3	70	✓	23	
	Bartlett	114	108	95%		6	1	39	✗	39	
	Deaverview	160	148	93%	7	5	0	0	✓	0	
	Hillcrest	227	210	93%	6	11	6	209	!	34	
	Klondyke	182	179	98%		3	3	144	✗	48	
	Pisgah View	256	251	98%		5	12	290	✓	24	
	Southside	274	273	100%		1	0	0	✓	0	
Other	Avl Terrace	248	245	99%		1	2	1	17	✓	17
	Brevard	163	162	99%		1	3	54	✓	18	
	Curve/Short	2	2	100%			0	0	✓	0	
	Woodfin	19	17	89%			2	0	✓	0	
	Woodridge	160	158	99%		2	4	94	✓	23	
Total	2021	1952	97%	20	45	4	33	917	✓	28	

Average Days to Lease Up

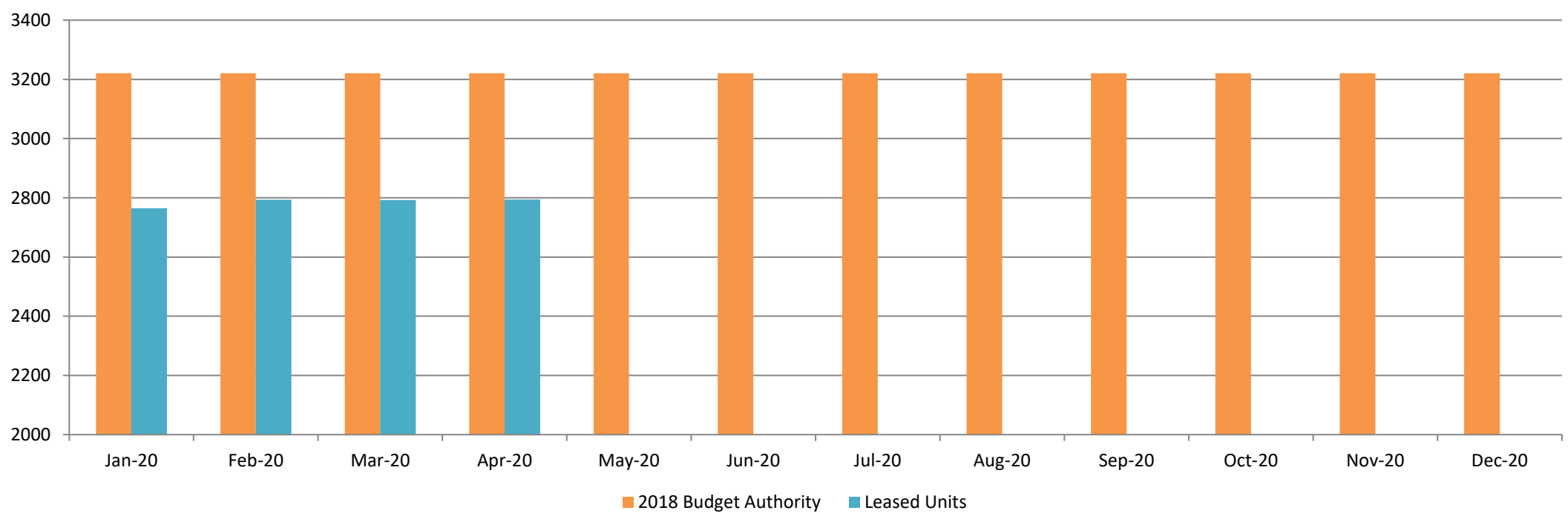


Asheville Housing Vouchers - April 2020

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	1348	⚠ 96.9%	43		0	25	7	28	126
Project Based - LH	20	20	20	✅ 100.0%	0		0	0	0	0	4
Tenant Based - VASH	341	337	298	❌ 88.5%	39	12	0	6	1	5	25
Tenant Based - NED	75	74	67	❌ 90.5%	7	3	0	1	0	5	2
Tenant Based - Mainstream	28	28	19	❌ 67.9%	14	1	0	4	0	5	0
Tenant Based - Other	1369	1399	1042	❌ 74.5%	357	48	4	0	1	21	83
Total HCVP	3262	3221	2794	❌ 86.7%	460	64	4	36	9	64	240

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	2792	2794									2786
%	86%	87%	87%	87%									86.5%
Wait List	1461	1763	1842	1548									1654
HAP Reserve	92,085	16,694	-13,210	176,191									67,940



Family Self-Sufficiency/Homeownership Report - April 2020

Family Self-Sufficiency Program	Central AVL	Southside	West AVL	North AVL	Tenant-Based	Total
Current FSS Participants	19	58	33	55	106	271
Established FSS Accounts	13	37	17	35	72	174
FSS Account Balances	\$30,524	\$147,188	\$45,704	\$131,633	\$400,900	\$755,949
Total Distributed since 01/2017						\$306,741
Graduates (Since 1/2017)						38
Results and Updates this Month:	We have 1 new participant for the month of April, 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	3	1	1	1	60	66
Completed All Prerequisites	3	1	1	1	60	66
Under Contract	0	0	1	1	6	8
New Homeowners (this month)	0	0	0	0	0	0
Total Current Homeowners						62
Results and Updates this Month:	We have 2 families scheduled to close in May, 2 scheduled to close June, and 2 in the building process. 2 families on hold with USDA.					

HACA Revenue/Expense Summary April 2020						
Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Fav/(Unfav)	Actual	Budget	Fav/(Unfav)
Central Asheville Properties						
Operating Revenue						
Tenant Rent	62,845	62,744	101	250,399	250,977	(578)
RAD HAP Subsidy	134,813	140,724	(5,911)	535,366	562,897	(27,531)
Vacancy Allowance	0	(6,104)	6,104	0	(24,417)	24,417
Other Revenue	5,966	7,623	(1,656)	25,667	30,490	(4,823)
Total Operating Revenue	203,624	204,987	(1,363)	811,432	819,947	(8,514)
Operating Expenses						
Administrative	29,756	34,127	4,371	119,715	136,507	16,791
Tenant Services	2,368	3,858	1,490	10,334	15,433	5,099
Utilities	20,073	30,245	10,172	137,422	120,980	(16,442)
Maintenance	78,702	80,573	1,870	293,854	322,290	28,436
Protective Services	7,690	8,000	310	29,922	32,000	2,078
COVID Related	1,670	0	(1,670)	1,670	0	(1,670)
Other Expenses	17,364	18,018	655	77,991	72,073	(5,918)
Subtotal Operating Expenses	157,622	174,821	17,198	670,909	699,283	28,374
Capital Outlays	0	0	0	0	0	0
Replacement Reserve Deposit	(32,750)	(32,750)	0	(131,000)	(131,000)	0
Net Revenue	13,252	(2,584)	15,836	9,523	(10,337)	19,860
Strategic Reserve	0	3,250	(3,250)	0	13,000	(13,000)
Net Revenue After Set Aside	13,252	666	12,586	9,523	2,663	6,860

Southside Properties						
Operating Revenue						
Tenant Rent	62,669	63,624	(955)	268,532	254,497	14,035
RAD HAP Subsidy	166,137	162,782	3,355	640,664	651,127	(10,463)
Vacancy Allowance	0	(6,793)	6,793	0	(27,170)	27,170
Other Revenue	1,091	4,148	(3,056)	11,781	16,590	(4,810)
Total Revenue	229,897	223,761	6,137	920,977	895,043	25,933
Operating Expenses						
Administrative	26,724	45,558	18,835	154,152	182,233	28,081
Tenant Services	6,134	2,977	(3,157)	21,395	11,907	(9,489)
Utilities	29,007	47,575	18,568	206,044	190,300	(15,744)
Maintenance	62,824	75,561	12,737	265,925	302,243	36,318
Protective Services	5,936	6,418	482	23,744	25,670	1,926
COVID Related	1,084	0	(1,084)	1,084	0	(1,084)
Other Expenses	8,747	14,996	6,249	50,745	59,983	9,239
Subtotal Operating Expenses	140,454	193,084	52,630	723,090	772,337	49,247
Capital Outlay	0	0	0	0	0	0
Replacement Reserve Deposit	(29,002)	(29,002)	(0)	(116,007)	(116,007)	(0)
Net Revenue	60,442	1,675	58,767	81,880	6,700	75,180
Strategic Reserve	0	(1,083)	1,083	0	(4,333)	4,333
Net Revenue After Set Aside	60,442	592	59,850	81,880	2,367	79,513

HACA Revenue/Expense Summary April 2020						
Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Fav/(Unfav)	Actual	Budget	Fav/(Unfav)
West Asheville Properties						
Operating Revenue						
Tenant Rent	63,014	65,445	(2,431)	262,427	261,780	647
RAD HAP Subsidy	258,590	262,305	(3,715)	1,020,833	1,049,220	(28,387)
Vacancy Allowance	0	(9,833)	9,833	0	(39,330)	39,330
Other Revenue	6,355	8,916	(2,561)	44,044	35,663	8,381
Total Revenue	327,959	326,833	1,125	1,327,304	1,307,333	19,971
Operating Expenses						
Administrative	32,310	61,589	29,279	199,153	246,357	47,204
Tenant Services	861	4,433	3,572	3,517	17,733	14,217
Utilities	55,453	68,158	12,705	285,268	272,633	(12,635)
Maintenance	110,337	112,085	1,748	410,431	448,340	37,909
Protective Services	8,795	9,754	959	35,180	39,017	3,837
COVID Related	0	0	0	0	0	0
Other Expenses	18,811	20,846	2,035	86,382	83,383	(2,999)
Subtotal Operating Expenses	226,567	276,866	50,299	1,019,931	1,107,463	87,533
Capital Outlay	0	0	0	0	0	0
Replacement Reserve Deposit	(28,066)	(28,066)	0	(112,263)	(112,263)	0
Net Revenue	73,326	21,902	51,424	195,110	87,607	107,504
Strategic Reserve	0	(21,250)	21,250	0	(85,000)	85,000
Net Revenue After Set Aside	73,326	652	72,674	195,110	2,607	192,504
North Asheville Properties						
Operating Revenue						
Tenant Rent	88,266	96,122	(7,856)	389,169	384,487	4,682
RAD HAP Subsidy	246,938	248,117	(1,179)	958,206	992,467	(34,261)
Vacancy Allowance	0	(10,328)	10,328	0	(41,310)	41,310
Other Revenue	1,586	8,418	(6,832)	23,775	33,670	(9,895)
Total Revenue	336,790	342,328	(5,539)	1,371,150	1,369,313	1,837
Operating Expenses						
Administrative	33,777	64,373	30,597	217,035	257,493	40,459
Tenant Services-incl HCEP	866	10,256	9,390	4,105	41,023	36,918
Utilities	40,352	64,673	24,321	317,248	258,693	(58,555)
Maintenance	129,199	99,921	(29,278)	413,320	399,683	(13,636)
Protective Services	9,013	9,498	485	36,052	37,993	1,941
COVID Related	0	0	0	0	0	0
Other Expenses	13,972	21,361	7,389	72,586	85,443	12,857
Subtotal Operating Expenses	227,179	270,083	42,904	1,060,345	1,080,330	19,985
Capital Outlay	0	0	0	0	0	0
Replacement Reserve Deposit	(46,783)	(46,783)	0	(187,130)	(187,130)	0
Net Revenue	62,828	25,463	37,365	123,675	101,853	21,822
Strategic Reserve	0	(24,833)	24,833	0	(99,333)	99,333
Net Revenue After Set Aside	62,828	630	62,198	123,675	2,520	121,155
RAD Properties Net Revenue	209,847	46,456	163,392	410,188	185,823	224,365
Net Revenue After Set Aside	209,847	2,539	207,308	410,188	10,157	400,032

HACA Revenue/Expense Summary April 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	153,608	145,857	7,751	578,981	583,427	(4,446)
FSS Grant	0	10,699	(10,699)	0	42,797	(42,797)
Other Revenue	1	1,724	(1,723)	2,475	6,897	(4,422)
Total Revenue	153,609	158,280	(4,671)	158,280	633,120	(51,664)
Operating Expenses						
Administrative	138,240	119,955	(18,285)	458,108	479,820	21,712
Tenant Services - FSS	39,065	30,460	(8,605)	117,437	121,840	4,403
Maintenance	122	225	103	1,098	900	(198)
COVID Related	0	0	0	0	0	0
Other Expenses	2,487	9,657	7,169	27,856	38,627	10,771
Subtotal Operating Expenses	179,914	160,297	(19,618)	160,297	641,187	36,688
Fund Balance	0	2,667	(2,667)	0	10,667	(10,667)
Net Operating Revenue	(26,305)	650	(26,955)	(2,017)	2,600	(4,617)
Housing Assistance Payment Funds						
Revenue	1,981,079	1,769,083	211,996	6,976,367	7,076,333	(99,966)
Expense	1,751,989	(1,769,083)	3,521,072	6,961,978	(7,076,333)	14,038,311
Net HAP	229,090	3,538,167	(3,309,077)	14,389	14,152,667	(14,138,278)
HACA Central Management						
Operating Revenue						
RAD Property Management Fees	0	97,013	-97,013	289,519	388,050	(98,531)
PH/HCVP/Other Mgmt/Bkkp Fees	60,697	54,893	5,804	281,396	219,570	61,826
Other Revenue	181,406	20,113	161,293	344,412.00	80,453	263,959
Total Revenue	242,103	172,018	70,085	915,327	688,073	227,253
Operating Expenses						
Administrative	145,572	108,233	(37,338)	446,417	432,933	(13,484)
Tenant Services	1,500	7,383	5,883	1,915	29,533	27,618
Utilities	6,307	6,808	501	42,603	27,230	(15,373)
Maintenance	28,180	12,081	(16,099)	89,305	48,323	(40,982)
COVID Related	1,236	0	(1,236)	1,236	0	(1,236)
Other Expenses	6,736	11,919	5,183	43,940	47,677	3,737
Subtotal Operating Expenses	189,531	146,424	(43,107)	625,416	585,697	(39,720)
Capital Outlay - Edington	104,853	(25,000)	(129,853)	359,562	(100,000)	459,562
Fund Balance	0	12,500	12,500	0	50,000	(50,000)
Loan to MCAH	0	(12,500)	(12,500)	0	(50,000)	50,000
HACA Central Management-Net Rev	157,425	594	156,831	649,472	2,377	647,096



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

May 22, 2020

Managing a Public Housing Authority in ordinary times presents certain challenges. But when the Coronavirus Pandemic took hold of the country at the beginning of the year, a swift and strategic response to a new set of challenges was required by the Leadership at AHA. We have taken the following actions to date:

- 03/16/2020 Mobilized the COVID-19 Action Team made up of HACA Leadership
- 03/16/2020 Volunteers and staff made and provided reusable (cloth) mask for HACA staff
- 03/16/2020 HACA partnered with area agencies in order to provide PPE for not only staff but for residents
- 03/18/2020 HACA enacted a Well-check protocol in which staff called residents to check on their wellbeing and their need for resources
- 03/23/2020 Leadership made the decision to close all HACA offices to the general public; closed to the public but open for business
- 03/23/2020 Leadership made the decision and preparations to have non-essential staff work remotely
- 03/25/2020 HACA Board of Directors passed motions that enabled HACA to transfer non-federal funds to acquire equipment and transition operations of the Southside Kitchen to establish a crisis kitchen as a response to the Coronavirus crisis.
- 03/30/2020 Developments continued Manna Bank food distribution with safety protocols and social distancing in mind in order to continue to provide this needed food resource to residents
- 03/31/2020 Partnered with the City to curtail unlawful gatherings within the developments; an educational flyer was distributed by a team of HACA staff and APD.
- 04/01/2020 Distributed HACA Newsletter with ED address to residents concerning the pandemic
- 04/06/2020 Assisted in marketing WRES efforts to speak to the community through a leader's panel around the importance of social distancing
- 04/08/2020 Partnered with COA task force in implementing a reporting protocol of residents that have COVID-19 symptoms in an effort to mitigate spread with early detection
- 04/09/2020 HACA in partnership with Buncombe County's Safety and Justice Initiative executed Operation Easter Egg. Pre-packaged Easter Eggs were delivered to the developments for families with children in an effort to encourage families to Easter Egg Hunt at home as opposed to unlawful social gathering for these activities
- 04/15/2020 Began considering offsite quarantine options should the need present itself
- 04/20/2020 Partnered with local farmers and chefs in the We Give A Share program to provide fresh vegetables to the Southside Kitchen's efforts to provide meals to AHA residents; over \$150,000 has been raised through generous donors to support farmers delivering produce to the Southside Kitchen without charge to the program
- 04/22/2020 HACA Board of Directors passed motions that enabled HACA to enact supplemental benefits for employees, self-certification of wages for residents, postponement of biennial inspections, and authorized the ED to implement additional policy waivers
- 04/27/2020 Partnered with ABIPA to provide mask and cleaning supplies to our residents

- 04/27/2020 HACA's work through Southside Kitchen's was profiled in Scene magazine from the AC-T. Cedric, a maintenance employee was shown representing the maintenance/delivery staff on the cover
- 04/27/2020 HACA continued to provide resources to staff by way of additional hand sanitizer/booties; made available for frontline staff (maintenance) that have to go into units
- 04/27/2020 HACA enacted a work hour reduction protocol, having no effect on the earned wages of the employees, in an effort to continue to support staff
- 05/01/2020 Friendly reminder to residents regarding Rent policy and their responsibility toward
- 05/01/2020 Continued coordination with Buncombe County Health Department, COA, Dogwood Health, and Pisgah Legal to get information, data, best practices, and resources to the residents and employees of AHA
- 05/11/2020 Partnered with Buncombe County Government and Western North Carolina Community Health Services to offer community-based COVID-19 testing for residents in HACA developments
- 05/18/2020 Partnered with Mt. Zion Development Corporation to get Mental Health information and resources to residents

**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
165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

**Asheville Housing Potential Coronavirus Related Activities
for CARES Act Supplemental Admin Fees**

- To pay the following incentives to facilitate Owner participation and expedite HCVP tenant-based lease-up:
 - Security and utility deposits for all HCVP participants initially leasing a tenant-based unit.
 - In census tracts not designated by HUD as a high-poverty Qualified Census Tract), an additional Incentive payment to the Owner equal to one month's rent for new lease-up of a tenant-based unit that has not been on the HCV Program over the last 24 months.
- To prevent eviction and/or homelessness for current HCVP participants (including residents of RAD PBV units) at the end of the CARES Act eviction moratorium, by making a one-time payment to the Owner for rent and other charges that the participant is unable to pay to bring their account current.
- To purchase new laptops or tablets and related software for HCVP and RAD PBV staff to enhance their ability to work remotely.
- To cover the cost of coronavirus-related incentive compensation in the form of 80 hours of supplemental PTO (160 hours for employees who are 65+ or meet a CDC high-risk category) when used by or paid out as compensation to HCVP and RAD PBV employees between April 22 and December 31, 2020. Note that this supplemental incentive leave is separate from the CARES Act mandatory paid leave entitlements, which we understand are covered by payroll tax offsets.
- To pay for a SARS-CoV-19 testing program for all PHA employees, and for elderly and elevated-risk residents and participants who request it.