

**Asheville Housing Authority**  
**Regular Meeting of the Board of Commissioners**  
**April 28, 2021, 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, Vice Chair  
 Tilman Jackson, Member  
 Gene Bell, Member  
 Amy Kemp, Member

**Agenda Topics**

▪ **Call to Order**

<b>Roll Call</b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Cassandra Wells, Chair	_____	_____
Jennifer Pickering, Vice Chair	_____	_____
Tilman Jackson, Member	_____	_____
Gene Bell, Member	_____	_____
Amy Kemp, Member	_____	_____

▪ **Approval of the March 24, 2021 Meeting Minutes**

▪ **Bills and Communications**

▪ **Report of the Secretary**

- Asheville Housing Properties
- Asheville Housing Vouchers
- Family Self Sufficiency/Homeownership
- Financial Report
- Update on COVID-19 Response and PODS
- Edington Center/Residents Council

- **New Business**

1. Review of current applicants for the Board of Commissioners (no formal 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



# Asheville Housing Authority Commission Meeting Minutes March 24, 2021

## I. Work Session

The Board of Commissioners held a closed work session.

## II. Regular Meeting - Call to Order

Chair Cassandra Wells called the regular meeting of the Board of Commissioners to order at **6:13 pm on Wednesday, March 24, 2021** at the Central Office, 165 S. French Broad Ave., Asheville, NC 28801. The meeting was facilitated via a Zoom Meeting due to COVID-19. 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 Jennifer Pickering, Member Tilman Jackson, Member Amy Kemp, and Member Gene Bell.

## III. Approval of minutes from last meeting

**Gene Bell** made a motion, seconded by **Tilman Jackson**, to approve the minutes from the last meeting. The Commissioners unanimously approved the minutes of **January 27, 2021**.

### BOARD MEMBERS

Ms. Cassandra Wells  
Ms. Jennifer Pickering  
Ms. Amy Kem  
Mr. Tilman Jackson  
Mr. Gene Bell

### VOTE

Aye  
Aye  
Aye  
Aye  
Aye

## IV. Approval of the Closed Session Minutes

**Amy Kemp** made a motion, seconded by **Gene Bell**, to approve the closed session minutes. The Commissioners unanimously approved the closed work session minutes of **January 27, 2021**.

### BOARD MEMBERS

Ms. Cassandra Wells  
Ms. Jennifer Pickering  
Ms. Amy Kem  
Mr. Tilman Jackson  
Mr. Gene Bell

### VOTE

Aye  
Aye  
Aye  
Aye  
Aye

## **V. Bills and Communications**

- a) David Nash introduced Sarah Cain and Melissa Hedt with the Asheville City School system. Sarah Cain and Melissa Hedt shared a presentation on the realignment and expansion efforts for the Preschool Program. The overall goal is increases equity and remove barriers to education within our community. They are planning to expand the Preschool Program to have classrooms in the Lonnie Burton Center, and possibly a few classrooms located within the Pisgah View Head Start building.
- b) David Nash presented an update on the Maple Crest at Lee Walker Heights Apartments. He shared some pictures of the property. The first building has opened as of the beginning of the month. Residents are beginning to move in and get settled, including some returning residents from the old Lee Walker Heights.

## **VI. 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 with 109 vacancies, and 95% occupied. There were 14 units that were on rehab/hold status, 85 units being prepared for leasing, 10 ready for leasing, and 27 move-ins. The total vacancy days were 1505 with an average turn around per unit of 56 days. All properties were over the average turn around days this month due to COVID, which caused delays in getting materials to turn units, such as cabinets and appliances; as well as transferring residents taking some extra time to get moved, and new applicants not following through when contacted. Noele reported that they are working on getting Altamont ready in April and preparing files for Maple Crest. Cassandra Wells inquired about why applicants weren't signing leases. Noele explained that this is partly due to COVID and individuals moving out-of-state.

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

Brandy Woodard reported the monthly Asheville Housing Vouchers report as submitted with the board packet. There is a total of 3262 vouchers, 3249 available to lease, 2858 leased, 391 available, and 132 assigned/looking. There were 8 mobility moves, 26 move-ins, 12 move-outs, 257 inspections, and 191 re-exams. Cassandra Wells asked about the red "x" notations on the report, and Brandy explained that HCVP staff is working to get leased up, however anytime there is a transfer it does not count as a new lease up. Tilman Jackson inquired about the inspection process. Brandy explained that the goal of the inspection is to ensure a unit is safe and sanitary. The doors, windows, electricity, and plumbing and essential safety requirements are checked. PBV units owned by HACA are inspected by a contractor and a HACA employee conducts the annual inspections for private landlord rentals.

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

Karolina Hopkins reported the monthly Family Self-Sufficiency report as submitted with the board packet. She reported that we have 250 participants in the program and 160 of them are earning escrow accounts. There was 1 new FSS participant enrolled in the month of February and no new escrow accounts. There are currently 24 homeownership applicants, and a total of 70 current homeowners.

Resident services staff helped with the startup new PODS at the Edington Center for Deaverview students. They hired 2 residents (one that's also currently in FSS) to help out with that PODS.

**d) Financial Report**

Tom Good reported the financial report as submitted with the board report. He reported that expenses are over budget, largely because utility bills are running higher than normal. Central Asheville and Southside maintenance expenses are a little over budget compared to other properties, however overall the financials still look good. HCVP is being affected by continuing lease-up challenges, which affect administrative fees, but with lease-up at Maple Crest and ongoing private landlord incentives, that is expected to balance out in the next few months. For Central Management, Woodfin has incurred excessive maintenance expenses, which will ultimately be charged to capital outlay and to strategic reserve funds appropriated by the Board for the major exterior safety project there. Overall, HACA financials are in good standing.

**e) Coronavirus Update & PODS**

Tara Irby reported on the Coronavirus response update. Staff continue to be diligent with our preparation, prevention, and protection efforts. We are working with WNCCHS to offer COVID vaccinations to staff and residents. Over 200 vaccinations have been administered. She acknowledged board member, Gene Bell and wife, Pat Bell for their efforts to ensure that COVID vaccinations were administered within the community at the Edington Center. We continue our current COVID protocols and continue to conduct outreach to residents, including meal deliveries. We have seen a decline in self-reported cases; only 2 self-reports in all developments within the past month. We anticipate fully reopening all offices the first week of May, with careful instruction to visitors and residents to follow the 3 W's.

Shaunda Sandford reported on the PODS, that almost all of the students chose to remain remote in the PODS, except for 5 who chose to go back to school. Since partnering with Chosen, Professors from UNCA and the YWCA have reached out regarding curriculum for the kids for the summer. They are planning field trips to support the curriculum. Shaunda is working on securing funding sources for the trips. She acknowledged the members of Chosen for their work with the PODS.

**f) Residents Council Report**

Crystal Reid reported for the Residents Council, which has been doing a lot of work to prepare the properties for Spring and Summer. Southside residents have been dealing with rainwater issues, and the Residents Council members have been working with all properties and Managers to address trash and get the properties cleaned up. Needles continue to be an issue in the developments. The trash service is pretty much 7 days a week; they take Wednesdays off due to the city trash trucks running. Crystal is working with Managers to assist with identifying areas on the properties that need improvements. Social gatherings are beginning to be of concern; the properties may need to send out communication to residents about social gatherings as we prepare for the summer. The Residents Council is working on hosting an Easter event for all residents.

Ben Williamson from Green Opportunities presented on the revisioning and revamping of GO's programs and services. GO is looking to implement a hybrid trades academy, which will provide cycles of construction training. GO Core will focus on providing training for "green" jobs, which was modeled from other training programs. GO has partnered with other non-profit organizations to offer workforce development training to the community. GO is also working on a new board recruitment cycle to get new appointments for the board.

**g) Edington Center Report**

Shuvonda Harper reported on the Edington Center. The PODS continue to be busy. The Deaverview kids are at the Edington Center and have been assisting in the garden with Chloe. They will work in the garden this summer. This coming Sunday, will be a continuation of the Sunday Brunch Series: Pizza, Pie, and Ice Cream. The HOP will bring the ice cream and host a job fair to connect kids in the community with jobs. The PODS did a wonderful Black History artwork display for the hallway, and they also painted posters which can be seen in the windows.

**VII. New Business**

**1) Authorization to continue paying double time for emergency after-hours calls after March 31, 2021, including paying minimum of 5 hours at double time per week for the week that maintenance staff are on call.**

David Nash explained that this was part of the COVID response initiatives implemented last year. This was also a key concern that came up during the listening sessions that David conducted with maintenance staff. This will impact maintenance staff that have on-call duty. During some weeks they may not receive a call, but they are still required to be accessible, which impacts their work-life balance. HACA would like to extend this benefit for staff. Cassandra Wells inquired if we are following up with residents that have emergency work orders to ensure that the work is getting completed satisfactorily. Sheri Guyton reported that there are some measurements in place to ensure that work is getting completed; for instance, the answering service completes a work order and a report is passed along to the Directors for monitoring. Robert Hooper reported that follow up calls are being made in a representative sample of work orders.

**Amy Kemp** made a motion, seconded by **Gene Bell** to authorize continuing to pay double time for emergency after-hours calls after March 31, 2021, including a minimum of 5 hours at double time per week for the week that maintenance staff are on call.

The Board voted as follows:

**BOARD MEMBERS**

Ms. Cassandra Wells  
Ms. Jennifer Pickering  
Ms. Amy Kemp  
Mr. Tilman Jackson  
Mr. Gene Bell

**VOTE**

Aye  
Aye  
Aye  
Aye  
Aye

**2) Approval of revised landlord incentives, to be funded through unrestricted net position funds and grant funding as available.**

Brandy Woodard reported that since July there have been 32 new landlords that have partnered with the HCV Program, adding an additional 68 new units. This is expected to narrow some, which why we are proposing this new incentive policy. Shuvonda Harper asked about a process to monitor landlords and follow-up with residents about their properties. Brandy reported that we have an employee that completes inspections, and they keep the lines of communication open in order to address concerns or fix issues. Brandy also reported that the Landlord Outreach Coordinator conducts orientation with residents and provides them with information regarding locating a place to use vouchers, and the HACA website provides information.

**Amy Kemp** made a motion, seconded by **Gene Bell** to approve the revised landlord incentives, to be funded through unrestricted net position funds and grant funding is available.

The Board voted as follows:

<b><u>BOARD MEMBERS</u></b>	<b><u>VOTE</u></b>
Ms. Cassandra Wells	Aye
Ms. Jennifer Pickering	Aye
Ms. Amy Kemp	Aye
Mr. Tilman Jackson	Nay
Mr. Gene Bell	Aye

**3) Authorization to negotiate a lease or use agreement with the Asheville City Schools to provide full-day preschool classes in Asheville Housing preschool classrooms and prioritized for Asheville Housing residents, beginning with the 2021-22 school year.**

This is related to the presentation that was given during the meeting. David Nash expressed concerns received from some community members regarding a perceived conflict of interest regarding voting on this agenda item due to their affiliation with an Asheville City Schools board member or work with system. He suggested that Cassandra Wells and Tilman Jackson abstain from voting on this item to avoid the appearance of a conflict.

**Gene Bell** made a motion, seconded by **Amy Kemp** to authorize the negotiation of a lease or use agreement with the Asheville City Schools to provide full-day preschool classes in Asheville Housing preschool classrooms and prioritized for Asheville Housing residents, beginning with the 2021-22 school year.

The Board voted as follows:

<b><u>BOARD MEMBERS</u></b>	<b><u>VOTE</u></b>
Ms. Cassandra Wells	Abstain
Ms. Jennifer Pickering	Aye
Ms. Amy Kemp	Aye

Mr. Tilman Jackson  
Mr. Gene Bell

Abstain  
Aye

**4) Review of current applicants for the Board of Commissioners (no formal action required).**

David Nash explained that there is an opening on the Board of Commissioners coming up. Some applications for this seat on the board have already been received, and the City plans to advertise the vacancy in late April. Cassandra Wells is completing her two full terms on the Board effective June 11, and the replacement for that position will need to be a resident. Shuvonda Harper is the only resident currently on the list of applicants. Jennifer Pickering inquired if Shuvonda could fill the seat while working for the Housing Authority. David stated that HUD rules are more flexible for the resident board member, so it would not be a conflict. Additionally, other applicants may come forward in the next few weeks.

**VIII. Unfinished Business**

None.

**IX. Public Comment**

Crystal Reid shared public comments with the board. She inquired about the COVID process for the PODS because members of the community were concerned about the length of the time that Montford Center closed versus Edington Center to handle positive COVID cases. Shaunda Sandford reported that the centers are managed by different entities, which is why there was a difference in the COVID protocols. The Montford Center is managed by Asheville Parks & Recreation while the Edington Center POD is managed by the Asheville City Schools and they are able to do contact tracing. As far as the Edington Center building overall, the Housing Authority is following the CDC guidelines and providing personal protective equipment, sanitizer, and conducting temperature checks. She also asked about the Board's future vision for the Edington Center, which is still under discussion by the Board.

**X. Adjournment**

The board meeting ended at 8:13 pm. The next meeting will be held at 6:00 pm on April 28, 2021 at Asheville Housing Authority Central Office, 165 S. French Broad Avenue, Asheville, NC 28801.

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Cassandra Wells, Chair

ATTEST:

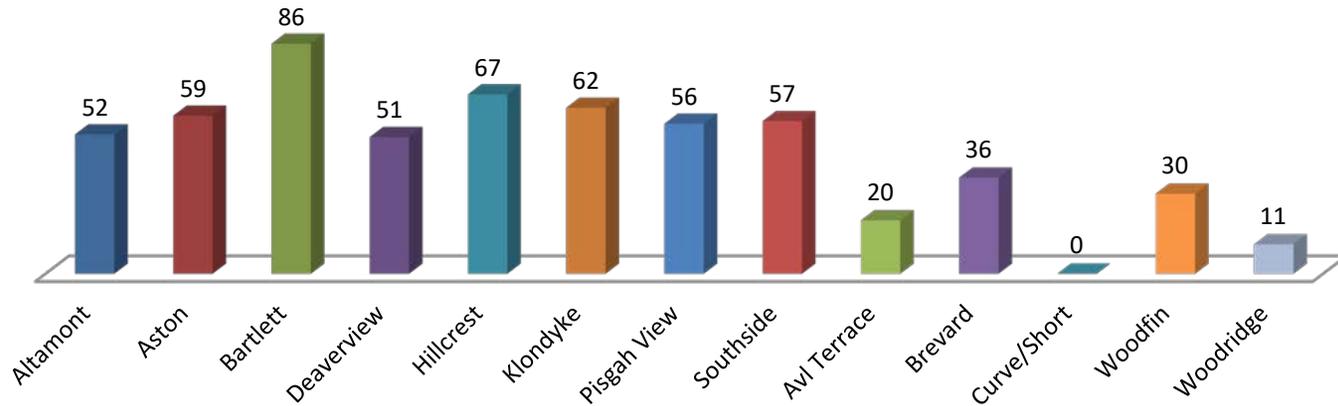
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David Nash, Secretary

## Asheville Housing & Related Properties - Occupancy March 2021

Property		Units	Occupied	Occ Rate	Rehab/ Hold	Make Ready	Ready	Moved In	Vacant Days	Average
RAD PBV	Altamont	55	43	78%	8	4		3	155	⊗ 52
	Aston	161	153	95%		8		7	413	⊗ 59
	Bartlett	114	111	97%		3		4	343	⊗ 86
	Deaverview	160	151	94%	6	3		5	257	⊗ 51
	Hillcrest	227	216	95%	1	10		15	1004	⊗ 67
	Klondyke	182	171	94%		11		1	62	⊗ 62
	Pisgah View	256	251	98%		5		10	558	⊗ 56
	Southside	274	269	98%		5		10	567	⊗ 57
Other	Avl Terrace	248	235	95%		6	7	7	141	⊙ 20
	Brevard	163	161	99%		2		1	36	⊗ 36
	Curve/Short	2	2	100%				0	0	⊙ 0
	Woodfin	19	17	89%			2	1	30	⊙ 30
	Woodridge	160	159	99%		1		4	45	⊙ 11
<b>Total</b>		<b>2021</b>	<b>1939</b>	<b>96%</b>	<b>15</b>	<b>58</b>	<b>9</b>	<b>68</b>	<b>3611</b>	<b>⊗ 53</b>

### Average Days to Lease Up

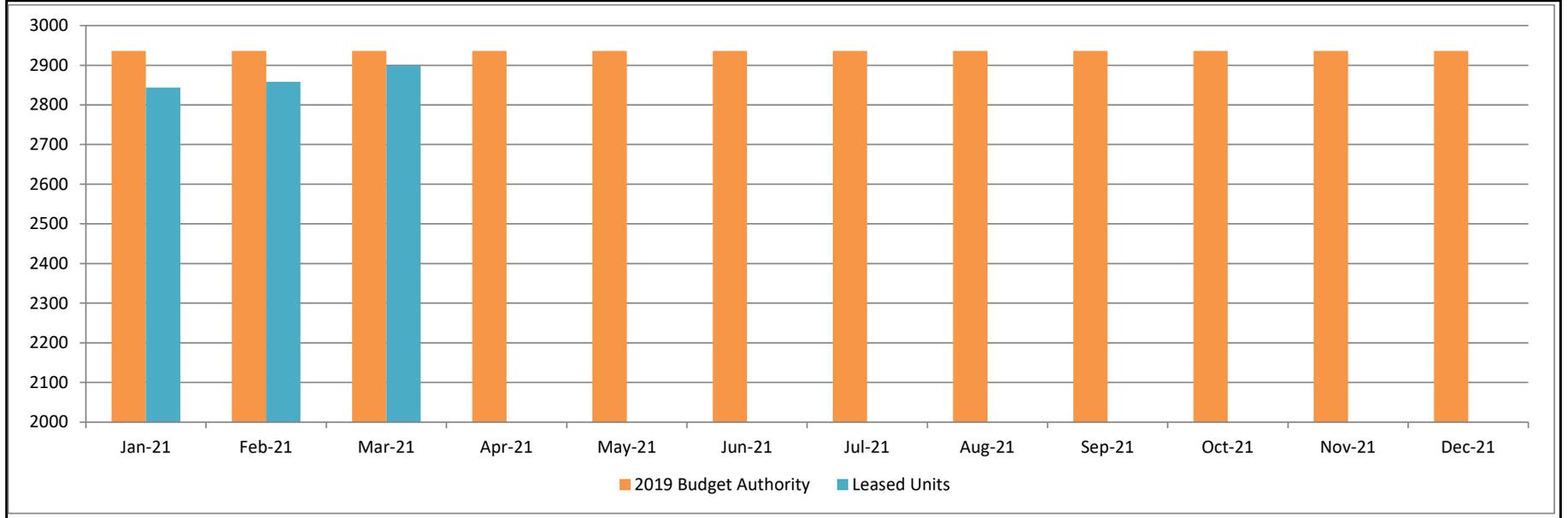


### Asheville Housing Vouchers - March 2021

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	1349	97.0%	42		0	52	7	203	99
Project Based - LH	20	20	20	100.0%	0		0	0	0	0	4
Tenant Based - VASH	341	341	314	92.1%	27	12	0	5	4	24	17
Tenant Based - NED	75	75	78	104.0%	-3	3	0	0	1	10	1
Tenant Based - Mainstream	28	28	28	100.0%	0	5	0	3	0	1	2
Tenant Based - Other	1369	1081	1110	102.7%	-29	107	14	1	3	143	91
<b>Total HCVP</b>	<b>3262</b>	<b>2936</b>	<b>2899</b>	<b>98.7%</b>	<b>37</b>	<b>127</b>	<b>14</b>	<b>61</b>	<b>15</b>	<b>381</b>	<b>214</b>

### Housing Choice Voucher - Annual Trends

Program	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Average
2019 Budget Authority	2936	2936	2936	2936	2936	2936	2936	2936	2936	2936	2936	2936	2936
Leased Units	2844	2858	2899										2867
%	96.9%	97.3%	98.7%										97.6%
Wait List	766	709	782										752
HAP Reserve	314,711	101,521	75,756										163,996



## Family Self-Sufficiency/Homeownership Report - March 2021

Family Self-Sufficiency	Central AVL	Southside	West AVL	North AVL	Tenant-Based	Total
Current FSS Participants	16	47	27	46	108	<b>244</b>
Established FSS Accounts	10	35	15	29	68	<b>157</b>
FSS Account Balances	\$33,678	\$185,245	\$51,289	\$137,032	\$382,645	<b>\$789,888</b>
Total Distributed since 01/2017						<b>\$540,849</b>
Graduates (Since 1/2017)						<b>60</b>
<b>Results and Updates this Month:</b>	<b>We have three new participants for the month of March, and two new escrow accounts. We had 5 graduations in the month of March and disbursed \$54 733.35 in escrow!</b>					
HCV Homeownership	Central AVL	Southside	West AVL	North AVL	Tenant-Based	Total
Current Homeownership Applicants	4	2	5	1	12	24
Completed Homebuyer Education	1	1	1	1	23	62
Completed All Prerequisites	0	2	1	1	14	18
Under Contract	0	0	1	1	4	<b>6</b>
New Homeowners (this month)	0	0	1	0	1	1
Total Current Homeowners						<b>71</b>
<b>Results and Updates this Month:</b>	<b>One new homeowner this month.</b>					

## HACA Revenue/Expense Summary March 2021

Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Fav/(Unfav)	Actual	Budget	Fav/(Unfav)
<b>Central Asheville Properties</b>						
<b>Operating Revenue</b>						
Tenant Rent	62,522	62,744	(222)	185,124	188,233	(3,109)
RAD HAP Subsidy	138,074	145,696	(7,622)	404,396	437,088	(32,692)
Vacancy Allowance	0	(6,253)	6,253	0	(18,760)	18,760
Other Revenue	6,225	7,623	(1,397)	21,330	22,868	(1,538)
<b>Total Operating Revenue</b>	<b>206,821</b>	<b>209,809</b>	<b>(2,988)</b>	<b>610,850</b>	<b>629,428</b>	<b>(18,578)</b>
<b>Operating Expenses</b>						
Administrative	42,562	36,289	(6,273)	108,991	108,868	(123)
Tenant Services	5,736	3,725	(2,011)	12,338	11,175	(1,163)
Utilities	29,555	30,350	795	109,572	91,050	(18,522)
Maintenance	111,636	78,542	(33,094)	284,710	235,625	(49,085)
Protective Services	7,173	8,500	1,327	22,811	25,500	2,689
COVID Related	237	0	(237)	1,747	0	(1,747)
Other Expenses	10,287	17,133	6,846	32,480	51,400	18,920
<b>Subtotal Operating Expenses</b>	<b>207,187</b>	<b>174,539</b>	<b>(32,647)</b>	<b>572,649</b>	<b>523,618</b>	<b>(49,031)</b>
Capital Outlays	0	0	0	0	0	0
Replacement Reserve Deposit	33,535	33,536	(1)	101,390	100,608	783
<b>Net Revenue</b>	<b>(33,900)</b>	<b>1,734</b>	<b>(35,635)</b>	<b>(63,189)</b>	<b>5,203</b>	<b>(68,391)</b>
Strategic Reserve	0	0	0	0	0	0
<b>Net Revenue After Set Aside</b>	<b>(33,900)</b>	<b>1,734</b>	<b>(35,635)</b>	<b>(63,189)</b>	<b>5,203</b>	<b>(68,391)</b>
<b>Southside Properties</b>						
<b>Operating Revenue</b>						
Tenant Rent	65,368	63,624	1,744	195,211	190,873	4,339
RAD HAP Subsidy	161,493	168,216	(6,723)	491,692	504,648	(12,956)
Vacancy Allowance	0	(6,955)	6,955	0	(20,865)	20,865
Other Revenue	3,791	4,148	(356)	6,530	12,443	(5,913)
<b>Total Revenue</b>	<b>230,652</b>	<b>229,033</b>	<b>1,620</b>	<b>693,433</b>	<b>687,098</b>	<b>6,335</b>
<b>Operating Expenses</b>						
Administrative	50,468	46,522	(3,946)	139,223	139,565	342
Tenant Services	2,300	3,252	952	6,532	9,755	3,223
Utilities	59,998	51,750	(8,248)	201,088	155,250	(45,838)
Maintenance	103,748	71,017	(32,732)	242,698	213,050	(29,648)
Protective Services	7,254	5,667	(1,587)	21,762	17,000	(4,762)
COVID Related	1,560	0	(1,560)	6,203	0	(6,203)
Other Expenses	11,580	13,600	2,020	34,468	40,800	6,332
<b>Subtotal Operating Expenses</b>	<b>236,908</b>	<b>191,807</b>	<b>(45,101)</b>	<b>651,973</b>	<b>575,420</b>	<b>(76,553)</b>
Capital Outlay	0	0	0	0	0	0
Replacement Reserve Deposit	29,697	29,698	(1)	89,786	89,093	694
<b>Net Revenue</b>	<b>(35,953)</b>	<b>7,528</b>	<b>(43,481)</b>	<b>(48,327)</b>	<b>27,290</b>	<b>(75,617)</b>
Strategic Reserve	0	(5,833)	5,833	0	(17,500)	17,500
<b>Net Revenue After Set Aside</b>	<b>(35,953)</b>	<b>1,695</b>	<b>(37,648)</b>	<b>(48,327)</b>	<b>9,790</b>	<b>(58,117)</b>

## HACA Revenue/Expense Summary March 2021

Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Fav/(Unfav)	Actual	Budget	Fav/(Unfav)
<b>West Asheville Properties</b>						
<b>Operating Revenue</b>						
Tenant Rent	66,215	65,445	770	190,630	196,335	(5,705)
RAD HAP Subsidy	260,630	270,117	(9,487)	784,814	810,350	(25,536)
Vacancy Allowance	0	(10,067)	10,067	0	(30,200)	30,200
Other Revenue	5,788	8,916	(3,128)	15,541	26,748	(11,207)
<b>Total Revenue</b>	<b>332,633</b>	<b>334,411</b>	<b>(1,778)</b>	<b>990,985</b>	<b>1,003,233</b>	<b>(12,248)</b>
<b>Operating Expenses</b>						
Administrative	68,618	60,699	(7,918)	180,778	182,098	1,319
Tenant Services	2,547	5,265	2,718	7,211	15,795	8,584
Utilities	96,882	71,867	(25,015)	267,484	215,600	(51,884)
Maintenance	118,254	102,175	(16,079)	304,227	306,525	2,298
Protective Services	11,013	9,000	(2,013)	33,040	27,000	(6,040)
COVID Related	1,872	0	(1,872)	3,852	0	(3,852)
Other Expenses	10,628	22,783	12,155	34,579	68,350	33,771
<b>Subtotal Operating Expenses</b>	<b>309,814</b>	<b>271,789</b>	<b>(38,025)</b>	<b>831,171</b>	<b>815,368</b>	<b>(15,803)</b>
Capital Outlay	0	0	0	0	0	0
Replacement Reserve Deposit	28,739	28,739	(0)	86,890	86,218	673
<b>Net Revenue</b>	<b>(5,920)</b>	<b>33,883</b>	<b>(39,803)</b>	<b>72,924</b>	<b>101,648</b>	<b>(28,724)</b>
Strategic Reserve	0	(32,167)	32,167	0	(96,500)	96,500
<b>Net Revenue After Set Aside</b>	<b>(5,920)</b>	<b>1,716</b>	<b>(7,636)</b>	<b>72,924</b>	<b>5,148</b>	<b>67,776</b>
<b>North Asheville Properties</b>						
<b>Operating Revenue</b>						
Tenant Rent	98,543	96,122	2,421	280,423	288,365	(7,942)
RAD HAP Subsidy	243,084	256,252	(13,168)	738,383	768,755	(30,372)
Vacancy Allowance	0	(10,571)	10,571	0	(31,713)	31,713
Other Revenue	3,731	8,841	(5,110)	12,257	26,523	(14,265)
<b>Total Revenue</b>	<b>345,358</b>	<b>350,643</b>	<b>(5,286)</b>	<b>1,031,063</b>	<b>1,051,930</b>	<b>(20,867)</b>
<b>Operating Expenses</b>						
Administrative	72,625	56,622	(16,003)	195,041	169,865	(25,176)
Tenant Services-incl HCEP	8,850	9,939	1,090	20,044	29,818	9,773
Utilities	124,719	77,742	(46,977)	314,814	233,225	(81,589)
Maintenance	119,915	100,142	(19,774)	298,960	300,425	1,465
Protective Services	10,828	8,583	(2,245)	32,484	25,750	(6,734)
COVID Related	(86)	0	86	4,497	0	(4,497)
Other Expenses	13,206	22,650	9,444	42,591	67,950	25,359
<b>Subtotal Operating Expenses</b>	<b>350,057</b>	<b>275,678</b>	<b>(74,380)</b>	<b>908,431</b>	<b>827,033</b>	<b>(81,398)</b>
Capital Outlay	0	0	0	0	0	0
Replacement Reserve Deposit	47,905	47,905	0	144,838	143,715	1,123
<b>Net Revenue</b>	<b>(52,605)</b>	<b>27,061</b>	<b>(79,666)</b>	<b>(22,205)</b>	<b>81,183</b>	<b>(103,388)</b>
Strategic Reserve	0	(25,333)	25,333	0	(76,000)	76,000
<b>Net Revenue After Set Aside</b>	<b>(52,605)</b>	<b>1,727</b>	<b>(54,332)</b>	<b>(22,205)</b>	<b>5,183</b>	<b>(27,388)</b>
<b>RAD Properties Net Revenue</b>	<b>(128,378)</b>	<b>70,206</b>	<b>(198,584)</b>	<b>(60,797)</b>	<b>215,322</b>	<b>(276,119)</b>
<b>Net Revenue After Set Aside</b>	<b>(128,378)</b>	<b>6,872</b>	<b>(135,250)</b>	<b>(60,797)</b>	<b>25,322</b>	<b>(86,119)</b>

## HACA Revenue/Expense Summary March 2021

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	214,212	145,857	68,355	501,520	437,570	63,950
FSS Grant	0	10,699	(10,699)	11,599	32,098	(20,498)
Other Revenue	1	1,724	(1,723)	3	5,173	(5,170)
<b>Total Revenue</b>	<b>214,213</b>	<b>158,280</b>	<b>55,933</b>	<b>513,122</b>	<b>474,840</b>	<b>38,282</b>

#### Operating Expenses

Administrative	135,431	123,126	(12,305)	379,195	369,378	(9,817)
Tenant Services - FSS	39,604	27,800	(11,804)	86,525	83,400	(3,125)
Maintenance	293	317	24	1,369	950	(419)
COVID Related	4,839	0	(4,839)	13,778	0	(13,778)
Other Expenses	2,679	5,250	2,571	8,868	15,750	6,882
<b>Subtotal Operating Expenses</b>	<b>182,846</b>	<b>156,493</b>	<b>(26,353)</b>	<b>489,735</b>	<b>469,478</b>	<b>(20,257)</b>
Fund Balance	0	0	0	0	0	0

<b>Net Operating Revenue</b>	<b>31,367</b>	<b>1,788</b>	<b>29,580</b>	<b>23,387</b>	<b>5,363</b>	<b>18,024</b>
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### Housing Assistance Payment Funds

Revenue	1,961,164	1,769,083	192,081	5,768,529	5,307,250	461,279
Expense	1,992,040	1,769,083	222,957	5,962,091	5,307,250	654,841
<b>Net HAP</b>	<b>(30,876)</b>	<b>0</b>	<b>(30,876)</b>	<b>(193,562)</b>	<b>0</b>	<b>(193,562)</b>

### HACA Central Management

#### Operating Revenue

RAD Property Management Fees	98,905	101,348	(2,443)	295,855	304,045	(8,190)
PH/HCV/Other Mgmt/Bkcp Fees	82,277	77,726	4,551	234,362	233,178	1,185
Other Revenue	31,604	27,250	4,354	143,418	81,750	61,668
<b>Total Revenue</b>	<b>212,786</b>	<b>206,324</b>	<b>6,462</b>	<b>673,635</b>	<b>618,973</b>	<b>54,662</b>

#### Operating Expenses

Administrative	172,707	154,683	(18,023)	448,344	464,050	15,706
Tenant Services	43,031	5,967	(37,064)	44,931	17,900	(27,031)
Utilities	13,303	10,175	(3,128)	39,627	30,525	(9,102)
Maintenance	35,155	16,658	(18,497)	109,167	49,975	(59,192)
COVID Related	1,503	0	(1,503)	3,360	0	(3,360)
Other Expenses	11,231	8,733	(2,497)	28,207	26,200	(2,007)
<b>Subtotal Operating Expenses</b>	<b>276,928</b>	<b>196,217</b>	<b>(80,712)</b>	<b>673,637</b>	<b>588,650</b>	<b>(84,987)</b>
Capital Outlay - Woodfin	19,436	41,667	22,230	133,209	125,000	(8,209)
Woodfin RR Deposits	0	686	686	0	2,058	2,058
From Strategic Reserve	0	(35,833)	(35,833)	0	(107,500)	107,500

<b>HACA Central Management-Net Rev</b>	<b>(83,579)</b>	<b>3,588</b>	<b>(87,167)</b>	<b>(133,211)</b>	<b>10,765</b>	<b>(143,976)</b>
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<b>Agency Wide Net Revenue Before Set Aside</b>	(180,590)	75,582	(256,171)	(170,621)	231,450	(402,071)
<b>Agency Wide Net Revenue After Set Aside</b>	(180,590)	12,248	(192,838)	(170,621)	41,450	(212,071)
<b>Housing Assistance Payments</b>	(30,876)	0	(30,876)	(193,562)	0	(193,562)
<b>Overall Net Revenue (including HAP)</b>	(211,466)	12,248	(223,714)	(364,183)	41,450	(405,633)



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

**Process for Reviewing Board of Commissioners Applicants  
For Recommendation to the Mayor**

The Board of Commissioners of the Housing Authority of the City of Asheville consists of members appointed in the discretion of the Mayor of Asheville, who historically has requested input and recommendations from the current Board members before making those appointments. To ensure consideration by all Board members in that review and recommendation process, the following procedures will be followed:

1. At least 90 days before the expiration of a Board member's final term, the Board Secretary will request the list of current applicants from the City Clerk. Interested candidates known to any Board member may be encouraged to apply on the City website.
2. The Board members will discuss the list with the Board Secretary to identify candidates for further review. Those candidates will be encouraged to attend a work session and regular meeting to talk about their interest in the Housing Authority, any relevant past experience, and answer any questions from other Board members.
3. The Board will then discuss the candidates in a work session and if there is a consensus choice to recommend to the Mayor, they will informally authorize the Board Secretary to convey that recommendation to the Mayor. If there is not a consensus, the question will be placed on a regular meeting agenda for a vote.
4. Whether by consensus or vote, the Board Secretary will convey the Board's final recommendation to the Mayor.
5. It is understood that the final decision regarding appointments to the Board of Commissioners rests with the Mayor.