



Asheville Housing Authority Commission Meeting Minutes January 27, 2021

I. Work Session

The work session was held in the Asheville Housing Authority-Board Room, facilitated by Zoom virtual meeting starting at 4:33 pm. The following Commissioners were present: Chair Cassandra Wells, Tilman Jackson, Gene Bell, Amy Kemp, and Jennifer Pickering. Chair Cassandra Wells called the work session to order.

Chair Cassandra Wells began the work session by discussing agenda item #1 under the unfinished business. Djuana Swann explained that this agenda item involves an urban renewal project that occurred on the east end of Valley Street in the 1970s. The Housing Authority sold the property. As part of the contract, the owner had to build a residential structure in a specific timeframe. That was done, but the Housing Authority never filed the Certificate of Completion for the structure. The owner sold the property without a signed certificate. In order to complete the process, and meet the requirements of the deed the Housing Authority is issuing the Certificate of Completion to fix the defect in the title, which was done to ensure that whoever buys the property in the future has clear title.

Robert Hooper presented the Replacement Reserve budget for his properties. In West Asheville, they are continuing the water conservation project, which includes installing aerators for the bathroom and kitchen faucets, which also includes showerheads at Pisgah View and Deaverview. This project was included in the previous year's budget and has been transferred over. A new van has also been budgeted for Pisgah View. In North Asheville, we will install stove top fire suppression units as recommended by our insurer during a safety inspection of the properties. Additionally, \$150,000 is being budgeted for roofs this year; four roofs were completed last year. In Klondyke, the siding refinishing project is ongoing; approximately 40 buildings have been completed with another 10 buildings remaining. Robert highlighted the plan to purchase lawn equipment for Hillcrest. Tilman Jackson praised this decision and asked about training either maintenance staff or residents on how to use the equipment. Robert reported that HACA staff will be trained initially, and then we will look into train residents who are interested in seasonal landscaping work.

Sheri Guyton presented the Replacement Reserve budget for her properties. We have included key cards for residents at Altamont, which will help to improve safety and security. New security cameras will also be installed at Altamont. Additionally, the freight elevator will be reconditioned for passenger use. At Bartlett Arms, the windows will be replaced or repaired. The stairwells will be pressure washed and seal coated.

Djuana Swann reported that she has previously reported on a gentleman that was going to receive an Eastview unit. The initial deal failed, but he is back with the proper funding and considering a different unit at Eastview. He meets the income requirements, so HACA does not need to decide about exercising our right of first refusal on the property.

The public Work Session ended at: 5:00 pm, and the Board went into closed session to discuss personnel matters.

II. Regular Meeting - Call to Order

Chair Cassandra Wells called the regular meeting of the Board of Commissioners to order at **6:00 pm on Wednesday, January 27, 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

Jennifer Pickering made a motion, seconded by **Amy Kemp**, to approve the minutes with additional correction to the vote for agenda item #5. The Commissioners unanimously approved the minutes of **December 16, 2020** with the corrected vote as follows:

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

IV. Approval of the Closed Session Minutes

Gene Bell made a motion, seconded by **Amy Kemp**, to approve the closed session minutes. The Commissioners unanimously approved the minutes of **December 16, 2020**.

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

V. Bills and Communications

- 1) David Nash introduced Philippe Lindsay from Rubino & Company. Mr. Lindsay represent the results of the 2019 Independent Audit. He reported that there were no reportable financial issues with the audit. There was one deficiency related to the Housing Choice Voucher files (outlined on page 56-57). On the financial side there

were 2 minor classification entries with no impact or adjustments. The Housing Authority had a strong financial year. Brandy Woodard reported that her department has already implemented processes to correct the deficiencies noted by auditor. They will begin utilizing an audit list to ensure that all documents are in the file and the Eligibility Specialists have begun reviewing the files that come before them for recertification each month, along with another staff member, to make sure that happens.

- 2) David Nash reported that the Asheville City Schools have requested four classrooms to utilize as preschool classrooms. The possible locations available are the new Lee Walker Heights, Pisgah View Head Start, Hillcrest Head Start, and the Lonnie Burton Center. David is going to have a team working on scouting possible locations, and they will come back to the Board of Commissioners for final approval.
- 3) Sherman Williams with Upfront Management Sports reported on the work being done in the community to improve the curriculum for the youth, as well as develop and implement programs with a special focus on mathematics and science for middle and high school students. Cassandra Wells inquired about the goals of Upfront Management. Mr. Williams reported that he would like to continue current programs, implement math and science camps for the summer, develop a young engineer's program for after schools and year-round, as well as begin a reading and writing program to help fill in the gaps for our youth.

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 they ended the month with 97 vacancies, and 95% occupied. There were 15 units that were on rehab/hold status, 75 units being prepared for leasing, 7 ready for leasing, and 22 move-ins. The total vacancy days were 808 with an average turn around per unit of 37 days. Aston, Bartlett, Hillcrest, and Southside went over the average turn around days due to various reasons including emergency transfers and delays with cabinetry orders.

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, 2853 leased, 398 available, and 129 assigned/looking. There was 9 mobility move, 23 move-ins, 20 move-outs, 247 inspections, and 220 re-exams. David Nash recognized the success of the HCVP staff in increasing leasing with private landlords by 90 units.

c) Family Self-Sufficiency

Shaunda Sandford reported the monthly Family Self-Sufficiency report as submitted with the board packet. She reported that they have 250 participants in the program and 164 escrow accounts. There was 1 new FSS participant enrolled in the month of December and 2 new escrow accounts. FSS had 6 participants graduate with a total of

over \$28,000 in escrow. There are 67 successful homeowners, and 5 families on hold with the USDA awaiting funding.

d) Financial Report

Tom Good reported the financial report as submitted with the board report. He reported that in South Asheville the installation of the Wi-Fi will impact the revenue slightly, but that initiative is funded from external sources and strategic investment funds appropriated by the Board last fall. In West Asheville, there is a slight spike in expenses for December due to contractors turning in final invoices and expenses. North Asheville will see the same impact to their revenue due to the Wi-Fi installation. The HCVP and Central Management financials are looking good. Overall, HACA financials look good for the year with strong net income in all areas and nothing serious to report. Cassandra Wells inquired about COVID expenses. Tom explained that this amount varies among the properties, just depends on the needs of the property. He explained this would cover PPE for staff, and any improvements made to commons areas and/or properties to protect staff and visitors.

e) Coronavirus Update & PODS

Tara Irby reported on the Coronavirus response update. We continue to practice the safety measures as advised by the CDC. We continue to pass along information and resources to residents as they are received. We continue to do resident wellness checks, and meal deliveries. We have been stocking up on the PPE supplies for both staff and residents. In January, we have had approximately 25 positive cases across all developments; these were self-reported cases.

Shaunda Sandford reported on the PODS. There are still 13 sites. Last Thursday, Parks & Recreation reopened. There was 1 positive at the Edington Center causing it to shutdown for a bit, and we hope to reopen next week. There was another alert at the Hillcrest site but the student did not test positive, and that POD will start up again on Monday. The Montford Center will be closing for 2 weeks due to a positive case. There has been an increase in attendance and participation among students in our communities. Shaunda will present more data regarding the PODS to the next meeting. The PODS will be rebranded as part of a collaboration with Chosen, and called the Chosen PODS. The Chosen group has been very supportive bringing food, assisting with field trips, and even assisting the students. Shaunda held a meeting at the Deaverview and plans to move some of the students to the Edington Center to break down territorial mindsets and barriers, as well as provide additional support to these families.

f) Residents Council Report

No Report.

g) Edington Center Report

No Report.

VII. New Business

1) Approval of 2021 RAD Property Replacement Reserve Budgets.

Sheri Guyton requested approval for the RAD Property Replacement Reserve budget for Central Asheville. She provided an overview of the highlighted items in the budget such as; key card access for residents at Altamont to improve safety by controlling accessibility to the property, camera installation for Bartlett and Altamont, window project for Bartlett, pressure washing and/or seal coating for all properties, and reconditioning the elevator at Altamont. For South Side, the budget includes tub surrounds, exterior lighting for parking areas, wall stain for buildings, and stair railing replacement. Amy Kemp inquired about how projects were prioritized. Sheri explained that these are both Property Condition Assessment items identified and scheduled at the time of our RAD conversion and items noted during inspections.

Robert Hooper presented the project highlights from the Replacement Reserve budget for his properties. These items include a water saving project, which was part of the 2020 budget and will be extended to the current year. Aerators will be installed in kitchens and bathrooms, handheld shower heads will be installed in 1-bedroom units in Hillcrest, Hillcrest and Klondyke will install fire suppression units which were recommended by NCHARRP during their safety inspection in 2018. The Klondyke siding refinishing work is ongoing with approximately 40 buildings completed with 10 more buildings to be completed. Also, budgeted \$50k for commercial mowing equipment for Hillcrest and possibly train residents and build their capacity to operate the equipment. Cassandra Wells shared that she is happy to hear about the mowing equipment and possibility of opportunities for residents.

Jennifer Pickering made a motion, seconded by **Amy Kemp** to approve the 2021 RAD Property Replacement Reserve Budgets.

The Board voted as follows:

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

2) Authorization of Board Chair to Add Agenda Item to Move Resident Services Director to Edington Center

Cassandra Wells requested to add an additional agenda item to discuss moving the Resident Service Director staff to the Edington Center to assist with expanding the mission of the Edington Center.

Amy Kemp made a motion, seconded by **Tilman Jackson** to authorize Board Chair to add an additional agenda item to move the Resident Services Director to the Edington Center.

The Board voted as follows:

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

3) Authorization to Move the Resident Services Director to the Edington Center.

Cassandra Wells explained that the Board of Commissioners had discussed the need to move the Resident Services Director to the Edington Center to assist with expanding the mission for the Edington Center. Resident Services Director, Shaunda Sandford inquired about the mission for the Edington Center. Jennifer Pickering explained that this decision was somewhat based upon the work being done with the PODS. The Board of Commissioners wants to ensure that residents are prioritized for using the Edington Center, as well as an effort to improve programming and operations.

Gene Bell made a motion, seconded by **Tilman Jackson** to authorize moving the Resident Services Director to the Edington Center.

The Board voted as follows:

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

VIII. Unfinished Business

1) Authorization for the Board Chair to execute a Certificate of Completion and Termination of Certain Conditions, Restrictions, Limitations, Reservations and Exceptions for property located at 27 Hazzard Street.

Djuana Swann reviewed the Certificate of Completion included in the packet. She explained that it makes clear that the restrictions originally placed on the property to build a residential unit were satisfied, so those restrictions are no longer applicable. The property has been sold, and the Housing Authority needs to file this Certificate to make sure the new owner has clear title.

- 2) **Gene Bell** made a motion, seconded by **Jennifer Pickering** to authorize the Board Chair to execute a Certificate of Completion and Termination of Certain Conditions, Restrictions, Limitations, Reservations and Exceptions for property located at 27 Hazzard Street.

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

IX. Public Comment

None.

X. Adjournment

There being no further business to come before the Board, the meeting adjourned at 7:27 pm. The next meeting will be held at 6:00 pm on February 24, 2021 at Asheville Housing Authority Central Office, 165 S. French Broad Avenue, Asheville, NC 28801.


Cassandra Wells, Chair

ATTEST:



David Nash, Secretary

