



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

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## **Resolutions**

**2024-19: HACA Community Paramedic Outreach**

**2024-20: Use of HACA Property for Early Education and Childcare Services**

**2024-21: Ratification of Additional Van Purchase**

**2024-22: Ratification of Additional Vehicle Lease**

**2024-23: Budget Change Approval 01 FY2024**

**2024-24: Write-Off Bad Debt**

**2024-25: Ratification of Agreement for Housing Quality Standards (HQS) Inspection Services**



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## **Resolution 2024-19: Community Paramedic Outreach**

### **RESOLUTION APPROVING EXECUTION OF AMENDMENT TO CONTRACT 2808**

**WHEREAS**, the Housing Authority of the City of Asheville (the “Authority”) and Buncombe County (the “County”) executed that Community Paramedic Outreach Team Contract, ID 2808, on or about January 1, 2023 (the “Contract”); and

**WHEREAS**, the Authority and the County find a scrivener’s error in the Contract; and

**WHEREAS**, the Authority proposes to execute the attached Amendment to the Contract to correct such scrivener’s error;

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:**

1. The Contract is hereby authorized, approved and ratified.
2. The Authority authorizes the President and CEO to execute the Amendment.
3. This Resolution shall take effect immediately upon its passage.



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**RECORDING OFFICER'S CERTIFICATION**

I, Monique Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that **Resolution No. 2024-19** was properly adopted at a special meeting held on **July 24, 2024**.

By: \_\_\_\_\_  
Monique L. Pierre, Secretary

(SEAL)



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## Resolution 2024-20: Use of HACA Properties for Early Education and Childcare Services

### RESOLUTION AWARDING USE OF HACA PROPERTIES AS A RESULT OF RFP P24004

The Housing Authority of the City of Asheville (“HACA” or “Authority”), in keeping with its mandate to provide efficient and effective services to our communities, has solicited proposals from qualified, licensed and insured entities to provide early education and childcare services.

**WHEREAS:** the HACA opened RFP P24004 to applicants on April 4, 2024, with an initial close date of May 8, 2024; and

**WHEREAS:** three extensions were applied to the proposal process with a final close date of May 29, 2024; and

**WHEREAS:** the HACA received 4 respondents to RFP P24004, including 3 responsive and 1 non-responsive applicants from the following providers: and

1. Asheville PEAK Academy	Responsive
2. Community Action Opportunities	Responsive
3. Christine Avery Learning	Responsive
4. D and M Distribution LLC	Non-Responsive

**WHEREAS:** the above-mentioned services will be provided to the HACA 4 properties including The Edington Center, The Lonnie Burton, Hillcrest, and Pisgahview, and will be awarded as follows,

The Edington Center	Asheville PEAK Academy
The Lonnie Burton Center	Christine Avery Learning Center
Hillcrest	Community Action Opportunities
Pisgahview	Community Action Opportunities
<b>The top-rated Responsive and Responsible Proposers</b>	

### NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:

1. The Board of Commissioners hereby directs and authorizes the President and CEO to enter into contractual agreements with the top rated responsive and responsive proposers
2. The President & CEO or her Designee is hereby authorized and directed, in the name and on behalf of the HACA, to negotiate, execute and deliver all such agreements, documents and instruments and take all such other actions as she shall determine to be necessary or desirable and any additional actions that are legally permissible and necessary or advisable to carry it out.
3. All acts of the officers and staff of the Authority in furtherance of the purposes of this resolution are hereby ratified and approved.
4. This resolution shall take effect immediately upon its passage.



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**RECORDING OFFICER'S CERTIFICATION**

I, Monique L. Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that **Resolution NO. 2024-20** was properly approved at a regular meeting held on **July 24, 2024**.

By: \_\_\_\_\_

Monique L. Pierre, Secretary

(SEAL)



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## **Resolution 2024-21: Ratification of Additional Van Purchase**

### **RESOLUTION RATIFYING THE PURCHASE OF AN ADDITIONAL YOUTH SERVICES VAN**

The Housing Authority of the City of Asheville (“HACA” or “Authority”) maintains a fleet of vehicles for the use of staff to perform their duties, including Youth Service vans to transport community children to events and activities. An initial review of the HACA’s vehicle needs defined that the purchase of 2 vans would accommodate the current requirement. However, North Carolina has a limit of 10 children under 18 that can be transported in a vehicle before it is classified as a bus. In compliance with this restriction, and to fully accommodate the HACA’s current requirement, an additional van is required.

**WHEREAS**, the Board of Commissioners adopted resolution 2024-8, at a regular BOC meeting held on February 28, 2024, approving the Fleet Vehicle Agreement with Enterprise Fleet Management, and the updating of the HACA vehicles; and

**WHEREAS**, initial assessment highlighted the need for 2 Youth Services vans to accommodate the HACA’s current youth transportation needs; and

**WHEREAS**, the fleet management entity identified a North Carolina law that designates a vehicle as a bus if used to transport more than 10 passengers under the age of 18 years old; and

**WHEREAS**, compliance with this rule represents a loss of ten seats available for youth transportation, a loss that can be alleviated with the purchase of one additional van;

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:**

1. The Board of Commissioners hereby directs and authorizes the President and CEO to conduct the necessary procurement process to purchase an additional Youth Service Van.
2. The Board of Commissioners hereby directs and authorizes the President and CEO or her Designee to take such other actions, from time to time, that are necessary, advisable or in proper keeping with Federal or State procurement requirements to purchase, or lease the vehicles as needed in an amount not to exceed the previously approved \$500,000.00 for phase/year 1, including, without limitation, the execution and delivery of all agreements, writings and documents (and all amendments, changes, modifications and additions thereto) and \$500,000 for phase/year 2.
3. All acts of the officers and staff of the Authority in furtherance of the purposes of this resolution are hereby ratified and approved.
4. This resolution shall take effect immediately upon its passage.



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**RECORDING OFFICER'S CERTIFICATION**

I, Monique L. Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that **Resolution NO. 2024-21** was properly approved at a regular meeting held on **July 24, 2024**.

By: \_\_\_\_\_  
Monique L. Pierre, Secretary

(SEAL)



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## **Resolution 2024-22: Ratification of Lease for Additional Vehicle**

### **RESOLUTION RATIFYING THE LEASE OF AN ADDITIONAL VEHICLE FOR DIRECTOR OF MAINTENANCE**

The Housing Authority of the City of Asheville (“HACA” or “Authority”) maintains a fleet of vehicles for the use of staff to perform their duties. An initial review of the HACA’s vehicle fleet defined the need to lease a vehicle for the Director of Maintenance.

**WHEREAS**, the Board of Commissioners adopted resolution 2024-8, at a regular BOC meeting held on February 28, 2024, approving the Fleet Vehicle Agreement with Enterprise Fleet Management, and the updating of the HACA vehicles; and

**WHEREAS**, initial assessment highlighted the need to discontinue the use of obsolete vehicles, and did not include the addition of a vehicle for the Director of Maintenance, a position that had not been filled at the time the agreement had been executed; and

**WHEREAS**, the Director of Maintenance is required to perform the duties of the role including but not limited to visiting all properties, distribution of equipment, and assistance at major incidents at all properties;

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:**

1. The Board of Commissioners hereby directs and authorizes the President and CEO to conduct the necessary procurement process to lease an additional vehicle for the Director of Maintenance.
2. The Board of Commissioners hereby directs and authorizes the President and CEO or her Designee to take such other actions, from time to time, that are necessary, advisable or in proper keeping with Federal or State procurement requirements to purchase, or lease the vehicles as needed in an amount not to exceed the previously approved \$500,000.00 for phase/year 1, including, without limitation, the execution and delivery of all agreements, writings and documents (and all amendments, changes, modifications and additions thereto) and \$500,000 for phase/year 2.
3. All acts of the officers and staff of the Authority in furtherance of the purposes of this resolution are hereby ratified and approved.
4. This resolution shall take effect immediately upon its passage.





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**RECORDING OFFICER'S CERTIFICATION**

I, Monique L. Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that **Resolution NO. 2024-22** was properly approved at a regular meeting held on **July 24, 2024**.

By: \_\_\_\_\_  
Monique L. Pierre, Secretary

(SEAL)



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## **Resolution 2024-23: Approval of Budget Change Proposal 01 for FY2024**

### **RESOLUTION TO APPROVE BUDGET CHANGE PROPOSAL 01 FOR FY2024**

The Board of Commissioners of The Housing Authority of the City of Asheville (“HACA” or “Authority”), adopted the initial 2024 Budget with Resolution 2024-2, at a regular BOC meeting held on January 24, 2024. The resolution allotted for changes to be made as necessary. Changes of any significant amount should be brought to the Board of Commissioners for approval. This resolution seeks the approval of the Board of Commissioners to ratify the changes made to the initial 2024 Budget.

**WHEREAS**, HACA’s CEO and controller deem necessary to make the following amendments to the adopted FY2024 budget to support the growth and activity of HACA; and

**WHEREAS**, additional staffing has been determined to be necessary due to the efficiency of case management for tenants enrolled in the Family Self-Sufficiency program, Resident Services, Maintenance, Accounting and Procurement; and

**WHEREAS**, expenses related to operations have increased due to the need for additional vehicles for the Director of Maintenance, Resident Services youth programs; and

**WHEREAS**, the need has arisen to hire a firm to conduct third party Housing Quality Standards inspections due to the resignation of the only staff member conducting that task; and

**WHEREAS**, the necessity for grants awarded for the Deaverview Redevelopment are no longer necessary at this time, and due to the timeline for proposed redevelopment has extended beyond the City and County deadlines and requiring the decline of the award until we are ready to proceed with the project; and

**WHEREAS**, the HACA has received several additional grants for Resident Services programming that need to be added to the budget;

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:**

1. The Board of Commissioners hereby directs and authorizes the President and CEO to conduct the necessary changes to the approved initial FY2024 budget.
2. All acts of the officers and staff of the Authority in furtherance of this resolution's purposes are hereby ratified and approved.
3. This resolution shall take effect immediately upon its passage.



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Now that we are several months into the year 2024, it is becoming apparent that the 2024 budget, as approved by the Board, needs slight adjustments to meet some of the emerging modifications in our work. We believe that several new positions will help reduce errors, eliminate costs due to fixing mistakes and freeing the current staff up to concentrate on bigger tasks. The adjustments are below:

		Department	Revision		
			Increase (+)	Decrease (-)	
<b>Personnel</b>					
Procurement Assistant		Central Office			
Salary/Wage			\$ 41,600.00	\$ -	
Fringe Benefit (*)			\$ 33,077.00	\$ -	
Accountant		Central Office			
Salary/Wage			\$ 42,640.00		
Fringe Benefit (*)			\$ 33,149.80		
			<b>Total New Amount</b>		<b>\$ 150,466.80</b>
FSS Staff		Tenant Services			
Salary/Wage			\$ 51,000.00		
Fringe Benefit (*)			\$ 33,735.00		
			<b>Total New Amount</b>		<b>\$ 84,735.00</b>
Inspector Staff		HCVP			
Salary/Wage				<b>\$ (27,500.00)</b>	
Fringe Benefit (*)				<b>\$ (9,350.00)</b>	
<b>Contract</b>					
Contract - Inspection		HCVP	\$ 30,000.00		
			<b>Total New Amount</b>		<b>\$ (6,850.00)</b>

Note: (\*) These number in Fringe Benefits are guesstimate using the highest health benefit amounts.



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I, Monique L. Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that **Resolution NO. 2024-23** was properly approved at a regular meeting held on **July 24, 2024**

(SEAL)

By: \_\_\_\_\_

Monique L. Pierre, Secretary



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## **Resolution 2024-24: Write Off Bad Debt for FY 2024**

### **RESOLUTION TO APPROVE WRITING OFF BAD DEBT FOR PAST DUE ACCOUNTS FOR 2024**

The Housing Authority of the City of Asheville (“HACA” or “Authority”) should make every reasonable effort to collect all monies owed by current and former tenants for rent, late fees, excess utilities, tenant caused damage, etc. However, there will come a time when we determine that the monies owed to the HACA by a former tenant will not be collected. Upon the determination that the tenant account receivable balances likely will not be collected, the HACA will write off the account as bad debt.

**WHEREAS**, the HACA collects monies owed including rent, late fees, court costs, excess utilities, tenant caused damage; and

**WHEREAS**, the HACA controller deems all accounts delinquent for three months or more no longer able to be collected; and

**WHEREAS**, it is the desire of the HACA to clean up the financial records and books and avoid the carry-over of accounts receivables as available revenue, which stand a minimal possibility of collection,

#### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:**

1. The Board of Commissioners hereby directs and authorizes the President and CEO to take whatever action is deemed appropriate to write off old accounts receivables existing on the financial books and records of HACA which are delinquent and have a minimal likelihood of collection.
2. All acts of the officers and staff of the Authority in furtherance of this resolution's purposes are hereby ratified and approved.
3. This resolution shall take effect immediately upon its passage.

**Write Off Summary**

**Move Out Between : 03/01/2024 - 05/31/2024**

**Total Write Off** **\$ 62,215.61**

Property Name	Property Unit	Resident Code	Move In	Move Out	Days Occupied	Reason for Move Out	Balance as June 30, 2024
<b><u>Bartlett Arms</u></b>							
<b>m01</b>							
	414	m0030293	08/31/22	05/31/24	639	Moved out of area	\$ 851.00
	416	m0024770	05/16/22	04/30/24	715	Evict-Non-payment	\$ 1,403.00
<b>TOTAL</b>							<b>\$ 2,254.00</b>
<b><u>Pisgah View Apartment</u></b>							
<b>m03</b>							
	17D	m0013576	02/02/16	03/31/24	2,980	N/A	\$ 1,140.00
	26E	m0014413	09/12/11	04/30/24	4,614	N/A	\$ 435.00
	28C	m0030460	09/22/22	05/31/24	617	Evict-Non-payment	\$ 299.00
	32E	m0032025	03/30/23	04/30/24	397	Evict-Non-payment	\$ 2,590.00
	3F	m0023803	01/21/21	05/31/24	1,226	Evict-Non-payment	\$ 506.00
	6D	m0021420	10/17/18	04/30/24	2,022	Deceased	\$ 86.00
	8A	m0027282	06/01/21	03/31/24	1,034	Evict-Non-payment	\$ 562.00
<b>TOTAL</b>							<b>\$ 5,618.00</b>
<b><u>Hillcrest Apartment</u></b>							
<b>m04</b>							
	15G	m0028810	06/29/22	05/31/24	702	N/A	\$ 394.00
	20D	m0024466	03/01/22	04/30/24	791	Evict-Criminal Activity	\$ 454.00
	20F	m0029378	02/09/22	04/30/24	811	Evict-Non-payment	\$ 4,067.00
	23D	m0018585	05/01/20	05/31/24	1,491	Evict-Criminal Activity	\$ 1,945.30
	24G	m0025307	11/10/22	05/31/24	568	Evict-Non-payment	\$ 6,234.00
	26B	m0016645	04/01/23	03/31/24	365	Evict-Non-payment	\$ 7,162.40
	33F	m0029325	08/11/22	04/30/24	628	Evict-Non-payment	\$ 582.00
	36A	m0027421	06/09/22	03/31/24	661	Evict-Non-payment	\$ 302.00
	37B	m0019498	04/17/23	03/31/24	349	Evict-Non-compliance	\$ 865.00
	3A	m0027613	11/01/23	03/31/24	151	Evict-Non-payment	\$ 1,366.00
<b>TOTAL</b>							<b>\$ 23,371.70</b>
<b><u>Aston Park Tower</u></b>							
<b>m06</b>							
	712	m0029700	03/18/24	03/31/24	13	Did not like unit	\$ 116.00
<b>TOTAL</b>							<b>\$ 116.00</b>

**Write Off Summary**

**Move Out Between : 03/01/2024 - 05/31/2024**

**Total Write Off**

**\$ 62,215.61**

**Livingston/Erskine/Walton**

<b>m08</b>								
	230	m0027375	07/22/21	05/31/24	1,044	Evict-Non-compliance	\$	1,270.50
	39B	m0027964	03/30/21	04/30/24	1,127	Moved out of area	\$	1,707.95
	40A	m0027585	09/30/21	04/30/24	943	Evict-Non-payment	\$	3,090.00
	51B	m0030316	12/01/22	05/31/24	547	Evict-Non-payment	\$	831.00
						<b>TOTAL</b>	<b>\$</b>	<b><u>6,899.45</u></b>

**Deaverview Apartments**

<b>m09</b>								
	16A	m0019210	11/17/21	04/30/24	895	Evict-Non-payment	\$	4,772.00
	20F	m0029167	11/15/21	04/30/24	897	Evict-Non-payment	\$	1,341.60
	22F	m0015230	10/01/16	03/31/24	2,738	Deceased	\$	83.36
	24B	m0023646	05/04/20	04/30/24	1,457	Evict-Non-payment	\$	3,404.00
	5E	m0021741	12/01/22	03/31/24	486	Lease Violation - Other	\$	1,455.00
	6A	m0027916	03/29/21	03/31/24	1,098	Moved out of area	\$	1,260.00
	8A	m0026922	09/01/20	05/31/24	1,368	Evict-Non-payment	\$	2,140.00
						<b>TOTAL</b>	<b>\$</b>	<b><u>14,455.96</u></b>

**Altamonts Apartements**

<b>m10</b>								
	44	m0031068	03/01/23	03/31/24	396	Deceased	\$	273.00
						<b>TOTAL</b>	<b>\$</b>	<b><u>273.00</u></b>

**Klondyke/Scattered Sites**

<b>m12</b>								
	32BKP	m0027522	09/01/21	04/30/24	972	Evict-Non-payment	\$	2,427.50
	50KA	m0027186	11/25/20	03/31/24	1,222	Evict-Non-payment	\$	6,800.00
						<b>TOTAL</b>	<b>\$</b>	<b><u>9,227.50</u></b>



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**RECORDING OFFICER'S CERTIFICATION**

I, Monique L. Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that **Resolution NO. 2024-24** was properly approved at a regular meeting held on **July 24, 2024**

(SEAL)

By: \_\_\_\_\_

Monique L. Pierre, Secretary





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## **Resolution 2024-25: Ratification of Inspection Services**

### **RESOLUTION TO RATIFY THE AGREEMENT FOR HQS INSPECTION SERVICES**

As directed by HUD, the Housing Authority of the City of Asheville (“HACA” or “Authority”), through its Housing Choice Voucher (HCV) Program, is required to provide decent, safe, and sanitary housing at an affordable cost to low-income families. Housing Quality Standards (HQS) inspections are conducted on a routine basis to ensure that all properties continuously qualify for the HCV Program. HACA staff has previously conducted these required inspections, however due to attrition, it is now necessary to seek assistance from a third-party vendor to conduct them on HACA’s behalf.

**WHEREAS**, the need has arisen to hire a firm to conduct third party Housing Quality Standards inspections due to the resignation of the only staff member conducting that task; and

**WHEREAS**, the HACA has entered into a contract with Landmark Inspection Services, LLC, (“the Contractor”) to conduct the required HQS inspections; and

**WHEREAS**, the Contractor will perform the HQS inspections to the Code of Federal Regulations (CFRs) as defined by HUD 2CFR and Guidebook; and

**WHEREAS**, the Contractor will perform these contracted services for a period of no more than six months with compensation not-to-exceed the amount of \$30,000.00 as defined by the State of North Carolina rules for non-procured services to public entities,

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:**

1. The Board of Commissioners hereby directs and authorizes the President and CEO to enter into the agreement with Landmark Inspections Services, LLC, to conduct the HQS inspections at all properties.
2. All acts of the officers and staff of the Authority in furtherance of this resolution's purposes are hereby ratified and approved.
3. This resolution shall take effect immediately upon its passage.



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**RECORDING OFFICER'S CERTIFICATION**

I, Monique L. Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that **Resolution NO. 2024-25** was properly approved at a regular meeting held on **July 24, 2024**

(SEAL)

By: \_\_\_\_\_

Monique L. Pierre, Secretary