

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE  
CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY**

October 26, 2015

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority, (hereinafter "CRHA" or the "Housing Authority") held the Regular Meeting at 6:00 p.m. on October 26, 2015, in City Council Chambers at City Hall.

**I. CALL TO ORDER**

Chair Jones called the meeting of the Board to order at approximately 6:04 p.m. on October 26, 2015.

**II. ROLL CALL OF COMMISSIONERS**

**Present:**

Ms. Julie Jones, Chair  
Ms. LaTita Talbert, Vice-Chair  
Ms. Audrey Oliver, Treasurer  
Mayor Satyendra Huja, Commissioner  
Mr. Keith O. Woodard, Commissioner  
Mr. Nicholas Yates, Commissioner  
Ms. Betsy Roettger, Commissioner

**Absent:**

**Staff Present:**

Ms. Constance Dunn, Executive Director  
Ms. Heather Jeffries, Asset Manager  
Mr. Andrew Gore, Deputy City Attorney

**MOMENT OF SILENCE**

Chair Jones called for a moment of silence.

**III. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD SEPTEMBER 28, 2015**

Commissioner Woodard moved to approve the Minutes. Mayor Huja seconded the motion. All voted in favor to approve the Minutes without abstention.

**IV. EXECUTIVE DIRECTOR'S RESPONSE TO QUESTIONS FROM PREVIOUS MEETING**

Ms. Dunn said that as requested at the last Regular Meeting, CRHA has ordered a sign notifying residents and guests at Crescent Halls that there are Service Animals present in the building. There was much discussion at the last meeting about the dryers at Crescent Halls and since then all of the dryers have been replaced with new equipment. Also the furniture in the laundry rooms will be replaced shortly with newer seating in that is in good condition. The Housing Authority has received a proposal from Dominion Environmental to assess the sinkhole at Westhaven. The proposal is under review by CRHA and by Dan Sweet, the City's Stormwater Utility Administrator. A comprehensive course of action will be determined as soon as possible. Ms. Dunn reported that in the meantime, two perimeter fences have been installed to prevent access to those particular areas.

Commissioner Talbert said that the Crescent Halls dryers and laundry rooms are looking nice. She said there was some rust on the washing machines. Ms. Dunn said CoinMach has been notified and she said she will include the follow up in next month's Executive Director's report.

**V. EXECUTIVE DIRECTOR'S REPORT**

Ms. Dunn said that she also would like to welcome the two newly appointed Commissioners and to let them know that she is available to provide any information that they might need to help them become acclimated to the Board. She said that included in the board packet was a document that explains CRHA's various programs and financial position at the start of this fiscal year, April 1, 2015. For reference, the Commissioner's binders always will include Tabs 12-15 that include essential Housing Authority Documents, such as the Annual Contributions Contract with HUD and the CRHA Bylaws. Also provided for reference was a Commissioner guidebook.

Ms. Dunn reported that CRHA is losing a valuable staff member. She said she wanted to bid a fond farewell to Asset Manager, Pat Lockley, who has been with the Authority for nine years. Ms. Lockley has accepted another position in the area and will be leaving CRHA on October 30<sup>th</sup>. A front page goodbye note written by Ms. Lockley is listed on the front page of CRHA's newsletter. Ms. Lockley is known throughout the CRHA communities as strong, fair, kind and resourceful in helping families with their day to day struggles. Ms. Dunn said that Ms. Lockley will be greatly missed.

Ms. Dunn said that CRHA would like to welcome Mr. Richard Brady as the Modernization Coordinator/Maintenance Supervisor. Mr. Brady will be working closely with CRHA staff and contractors to provide management experience and property improvements. His input will be extremely valuable during the Authority's Capital Planning process.

Ms. Dunn reported that safety and security has been a major topic of concern at all CRHA sites but particularly at Crescent Halls. The Housing Authority is happy to announce that the Charlottesville Police Department will be setting up a police substation in the first level of Crescent Halls, in close proximity to the entrance door. CRHA has received the third bid for camera, intercom and access systems and will be selecting a contractor in the very near future to complete this work.

Ms. Dunn said that in an effort to improve communication, the Housing Authority has created a lease briefing presentation in which the prospective resident watches a summary PowerPoint review of the lease agreement before signing. This effort should bring consistency and educate residents so that all terms and conditions of the lease are better understood in advance.

Ms. Dunn announced that CRHA is holding a Bed Bug Training on Tuesday, October 27, 2015 at 2 p.m. at the Westhaven Community Center. The training is meant to help residents better understand how to avoid, treat and eliminate this hazardous pest.

Ms. Dunn said that on Thursday, October 29<sup>th</sup> CRHA will post public notice of the 2016 – 2017 Annual Plan. The Plan requires a 45 day public comment period and Board Adoption by Resolution after the public comment period, with finalization usually occurring in mid-December/early January. The plan is due to be submitted to HUD January 16, 2016, and will serve as the guiding document for Housing Authority Policy and initiatives during the year.

Ms. Dunn said that in the last Annual Plan CRHA listed: "Homeownership options and/or disposition of single family homes, providing individual support for affected residents and in accordance with the Resident's Bill of Rights." She said she is pleased to announce that a third party non-profit partner agency has been working with one of the residents who lives in a CRHA single family house and, as a result, the family is now financially positioned to buy their residence. A section of CRHA's new Annual Plan will address this initiative more specifically.

CRHA held the first Capital Meeting last Wednesday and Commissioners were given the Capital Fund Summary, which is part of the material included under Tab 4. Ms. Dunn said there will be several

meetings on-site to allow for Board and Resident feedback on future capital expenditures, in combination with review and input on the Annual Plan.

There was scheduling discussion. Meeting dates and times follow:

- Thursday, November 5, 2015, at 6 p.m. at Westhaven Community Room
- Thursday, November 11, 2015, at 1 p.m. at Crescent Halls as the agenda for the Resident Services Advisory Committee Meeting
- Thursday, November 19, 2015, at 6:30 p.m. at S. 1<sup>st</sup> St. Community Room

Final public hearing date will be at the November Board Meeting, November 23, 2015, at 6 p.m.

December's Board Meeting was moved to Wednesday, December 16, 2015, at 6 p.m.

## **VI. PUBLIC COMMENTS FOLLOWED BY PHAR COMMENTS**

Connie Rosenbaum, 802 Hardy Dr., said the striping in the parking lots needs to be white, not blue. She questioned why one new employee was so special that Central Office moved due to mold but nothing being done at PH sites. She said she is not removing her A/C unit from her window this winter. She said she needs new windows in order to prevent the cold air from coming in around them and the doors.

Annette Wilcox, 1400 Monticello Rd., said she thinks the new businesses and restaurants on the downtown mall are nice. She said she likes to read the *C'ville Weekly*.

Shymora Cooper, 713 6<sup>th</sup> St., said she wanted to thank Pat Lockley for her service and invited the Board to an employee farewell lunch on Thursday, October 29, 2015 from noon to 1 p.m. at the S. 1<sup>st</sup> St. Community Room.

Richard Timberlake, 1005 Cherry Ave., said that the Capital Fund Summary numbers don't match and quoted numbers that he thought were either incorrect or typos.

Khalid Abdul, 924 S. 1<sup>st</sup> St., said there are problems with neighbors and guests causing damage to their vehicles; side mirrors damaged, car scratched, taxi GPS stolen, battery stolen, two tires slashed. This has caused her insurance premium to increase. She said she has three girls and wants no harm will come to them. She said she has reported these incidents to CPD and to CRHA. She said she wants cameras.

Natasha Scott, Michie Dr., said the smaller sites need some attention as well. She said her living room in cold in the winter and the weatherstripping needs to be replaced. She said her hood range is greasy. She said her air filters haven't been changed since she has lived there, which is seven years.

Joy Johnson, 802 Hardy Dr., welcomed the new board members. She asked why there was an inspection in November. She said that Crescent Halls wants cameras and that was agreed upon. She said there needs to be other meetings to investigate adding cameras to other sites. She said the asphalt is not level and there are no lines.

Laquandra Bartee, 918 S. 1<sup>st</sup> St., said there is illegal dumping happening. She asked why no work order numbers are being given out. She said there are no lines in the parking lots. She said her bathroom floor is getting ready to cave in; the pipes are visible. She asked why some people get rehired at CRHA and others don't.

Deidre Gilmore, 613 Hinton Ave., said inspections have already been done. She said that maintenance needs to do those repairs. She said she wanted to thank Pat Lockley for her service and that she is going to be greatly missed. She said she wants people from the community to be considered for CRHA jobs.

She said some former employees of CRHA would like to have their jobs back. She said the only way people will become self-sufficient is to have a job with benefits.

Brandon Collins, PHAR, passed out the report. He welcomed the new commissioners. He said it appears the capital budget is already spent. He said he wants written responses to PHAR's comments about safety improvements. He said that secret Board meetings might be happening and wants a written response from the Board regarding this. Secret meetings are a violation of the Resident's Bill of Rights and break down of trust. Other concerns: PHAR having a rep on the FSS panel; sinkhole is going on for way too long; erosion control is in the budget; have the ACOP changes been posted; when is the Redevelopment Committee going to be seated; status on Alexandria field trip; consultancy started yet or are they paying more attention to PHA; has Admin Plan change discussions started; building improvements at Crescent Halls are taking a long time; would like landline connectivity for the intercom system; Crescent Halls tiling and carpeting is not favorable with residents; wants full time asset manager for Crescent Halls; glad dryer problems are solved; introduced new group of PHAR interns; disappointed to hear that Pat Lockley is leaving; who is third-party that is assisting the PH family purchase their home; wants CRHA to do flyers on Capital Meetings; windows and doors for capital improvements. Full Report that was passed out is attached.

There was Board discussion about installation of cameras at other sites. Cameras can be damaged and are only a piece of solving issues. Cameras are a tool but there needs to be community support and resident input.

Mayor Huja motioned to form an Ad-Hoc Committee that would meet and devise a process that gets input from residents at all sites regarding installing cameras, pending further discussion. Commissioner Woodard seconded the motion. Discussion included: getting resident input, surveying residents as a way to gauge resistance or acceptance.

YEAS

Commissioner Woodard  
Chair Jones  
Commissioner Yates  
Mayor Huja  
Commissioner Oliver  
Commissioner Roettger

NAYS

Commissioner Talbert

ABSTAINED

Chair Jones announced the ayes had the vote and the motion passed.

Board discussion continued. Chair Jones delayed the appointment of the committee due to no Board members being willing to lead the effort.

Update on software implementation: There are a few bugs to work out; court filings were postponed to ensure accuracy; the work order module is still being set up so there are no work order numbers being issued.

Ms. Dunn said that the regular housekeeping inspections do not include items that HUD is looking for. CRHA is conducting a thorough round of inspections in order to get the units up to specs ahead of the next REAC inspection. Commissioner Oliver said that some residents don't call in work orders because they are afraid of charges. Ms. Dunn said that all tenant-billed repairs are individually reviewed in order to prevent them being misapplied.

Ms. Dunn said the asphalt contractor is the same contractor as the City uses. Commissioner Oliver said they did a terrible job. Commissioner Talbert said she wants the contractor to come back. Ms. Dunn said that the asphalt contractor and striping contractor will be notified.

## **VII. BOARD DISCUSSION REGARDING NEXT STEPS TO REDEVELOPMENT**

Chair Jones said that there would not be any appointments to the Redevelopment Committee at this meeting.

## **VIII. COMMITTEE REPORTS**

### **1. Resident Services**

Joy Johnson gave the Resident Services Committee Meeting report and is included in the Board Meeting Packet. The next meeting will be held Thursday, November 12, 2015, at 1 p.m. at Crescent Halls and Capital Planning and Annual Plan will be the agenda.

### **2. Finance Committee**

Robin Munson gave the Finance Committee report and is included in the Board Meeting Packet.

## **IX. OTHER BUSINESS**

Ms. Dunn said that last year's operating budget included the assumption of the sale of one or more single family home(s), depending on their value. Chair Jones said that Mr. Gore is working on the demo/dispo application process for the sale of one of the single family home. Chair Jones said she is pleased that the current resident will be able to become a home owner and the Board is committed to replacing any sold units as quickly as possible. Mr. Gore said that before the sale is finalized, the Board will be presented with a resolution approving the sale.

Ms. Dunn said that the comments made at the Resident Services Advisory Committee meeting about the security guard having company and blocking the entrances have not been verifiable.

## **X. COMMITTEE MEETING DATE CHECK-IN**

- Resident Services Advisory Committee Meeting will be held Thursday, November 12, 2015, at 1:00 p.m. at Crescent Halls Community Center, which will be a Capital Planning Meeting.
- Finance Committee Meeting will be held Wednesday, November 18, 2015, at 4:30 p.m. in the Basement Conference Room.
- Board of Commissioners Meeting will be held Monday, November 23, 2015, at 6:00 p.m. in City Council Chambers.

## **XI. PUBLIC COMMENTS**

Joy Johnson, 802 Hardy Dr., said a flyer going out to the community inviting them to the camera meetings. She said she supports cameras but not the improper use of cameras. She said she would like a meet and greet with Richard Brady. She said she would like Mr. Brady to hear some of the residents' concerns; bleeding the lines at Westhaven, change filters at the scattered sites; and work order numbers are proof that the resident called. She said there should be a dually elected member on the FSS board.

Laquandra Bartee, 918 S. 1<sup>st</sup> St., said that Ms. Dunn should be in the community asking about cameras instead of the Board; CRHA has money so what about helping the Section 8 people; wants Waitlist numbers given out; excess utility charges should be gone completely; work orders are not done with 24 hours, usually next week; CRHA has all this money, what about Crescent Halls leaning to the right; security is on their phones and they watch you through the door, rude and smart, trash around his desk

and don't sign in and don't check IDs. She said instead of putting money into cameras put money into something that's not destructible.

Deidre Gilmore, 613 Hinton Ave., said that excess utility has tripled and doubled. She said her excess utility bill is extremely high and would like to Board to look at it.

Kim Rolla, LAJC, said that there is a requirement that the resident council be on the FSS Board. She also thanked Ms. Lockley and said she will be missed.

Brandon Collins, 418 Fairway Ave., PHAR, said the Capital Improvement Plan and Annual Plan process is the closest that CRHA has to a Strategic Plan; resident participation is very important; be included on meeting emails; wants to set resident priorities; be involved in demo/dispo; sale of homes is good for homeowner but not for CRHA; need to redevelopment now and not moving quick enough.

Commissioner Oliver said she wishes Ms. Lockley luck.

## **XII. ADJOURNMENT**

Chair Jones adjourned the meeting at approximately at 8:15 p.m.

Commissioner Talbert motioned to go into Closed Session. Mayor Huja seconded. All voted in favor with no nays or abstentions.