

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

May 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 May 26, 2015, in City Council Chambers at City Hall.

**I. CALL TO ORDER**

Commissioner Woodard called the meeting of the Board to order at approximately 6:00 p.m. on May 26, 2015.

**II. ROLL CALL OF COMMISSIONERS**

**Present:**

Mr. Keith O. Woodard, Chair  
Ms. Julie Jones, Treasurer  
Mayor Satyendra Huja, Commissioner  
Ms. Audrey Oliver, Commissioner

**Absent:**

Ms. LaTita Talbert, Vice-Chair\*  
Ms. Sabrina Allen, Commissioner  
Ms. Lauren Curley, Commissioner

\* Ms. Talbert arrived after roll call at approximately 6:50 p.m.

**Staff Present:**

Ms. Constance Dunn, Executive Director  
Mr. Andrew Gore, Deputy City Attorney  
Ms. Robin Munson, Finance Director  
Ms. Amy Nofziger, Executive Administrator  
Ms. Heather Jeffries, Asset Manager

**III. MOMENT OF SILENCE**

Commissioner Woodard called for a moment of silence.

**IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD APRIL 27, 2015**

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

**V. EXECUTIVE DIRECTOR’S RESPONSE TO QUESTIONS FROM PREVIOUS MEETING**

Ms. Dunn said at the Regular Meeting in April, several Residents from Crescent Halls made comments that they were being billed for water by CRHA. Crescent Halls is an elderly disabled community and HUD Guidelines prohibit the Housing Authority from charging these residents for utilities. The building also is not separately metered for individual billing.

A resident referenced that the ceiling in her apartment had been missing for several months. Her apartment was inspected on 4/8/15, just three weeks prior to her comments, by a third party consultant in preparation for our HUD inspection. All ceilings were found to be in place without issues.

A resident also claimed that she slipped on the ice and sustained severe injuries. In fact this resident reported a fall on March 4<sup>th</sup>, 5 days later than she stated that the incident occurred, but the resident failed to provide the Housing Authority any details or an incident report. When asked for details she responded that she did not have time. No Grievance was filed regarding the incident at the time the resident made

comments at the April meeting. CRHA finally obtained details about the incident after the Regular April Meeting and an insurance claim was filed with our carrier.

Effective June 1, those who use the South First Street Community Center will be asked to park on the street. At the April meeting Commissioner Oliver pointed out that this will make it easier for Residents to park during Community Center events.

CRHA staff has met repeatedly with the landscaping company to improve their service and there have been improvements made in the thoroughness of the work. Even so, the Housing Authority will continue to monitor the work and may at some future point decide to use additional in-house staff for landscaping services. Commissioner Oliver said the grounds are looking much better but the hedges still need to be addressed.

## **VI. EXECUTIVE DIRECTOR'S REPORT**

Ms. Dunn pointed out to Commissioners that Tabs 12 through 15 in their binders include the essential CRHA documents that Commissioners should be referring to on a regular basis, particularly tab 12 which are the Goals and Objectives of the Housing Authority. Tab 13 is the Code of Conduct/Ethics Policy. Tab 14 is the HUD Annual Contributions Contract, executed in 1996 and Tab 15 is the CRHA Bylaws.

CRHA has implemented the "Homeless Preference" which the CRHA Board approved earlier this year as part of the last Annual Plan. Many of the homeless families which were referred by TJACH's Continuum of Care were unable to qualify due previous debts and/or evictions with CRHA or other Landlords. As a result of adding this preference, CRHA has seen a spike in vacancy as the Housing Authority struggles to work with these families to complete the application process.

Although referred by the Continuum of Care, the families that do qualify are often unresponsive to the requirements of the application process which includes requests to attend lease briefings and/or complete the necessary HUD forms.

Also CRHA has identified applicants with the referral that are not actually homeless at the time their application is being processed. This determination makes the applicant unqualified for the Preference. If the applicant was previously on the CRHA waitlist they are restored to their former "non-preference" position on the list. If they were not on the list, their application is denied.

These are the same issues CRHA experienced when a homeless preference was in place in earlier years. CRHA will be meeting with representatives from TJACH to determine if there are ways to make the application process go smoother.

The Housing Authority will attend a locally hosted Educational Session regarding Bed Bugs on Tuesday June 2<sup>nd</sup>. The speaker is a research specialist from Virginia Tech who has worked with Housing Authorities around the state on this issue.

CRHA are currently involved in two major initiatives: Software conversion and REAC preparation. CRHA went through an extensive procurement process and Yardi was selected. Yardi is a nationally known multifamily software company and CRHA is in the process of data conversion with a "Go Live" date of August 1<sup>st</sup>.

REAC Inspections are HUD's way of determining if the Housing Authority is meeting its goal to provide safe and sanitary housing and the REAC scoring is a determining factor in the Housing

Authority's performance. In preparation for HUD's inspection of our communities, HUD strongly recommends that Housing Authorities hire a third party inspection company to identify defects on the interior and exteriors of the properties.

CRHA's HUD inspections are scheduled for early June and all available maintenance resources have been devoted to this as a priority.

As referenced in the April meeting, CRHA will require residents to remove all Air Conditioners from the windows on the inspection dates. HUD will inspect Michie, Madison, and Riverside, along with the individual houses on June 4<sup>th</sup> starting at 8 a.m. Crescent Halls and Westhaven will be inspected June 8<sup>th</sup>, and South 1<sup>st</sup> Street and Sixth Street will be inspected on June 12<sup>th</sup>.

At the recommendation of the Richmond Field Office, the Alexandria Housing Authority's Senior Staff spent a day with Charlottesville City Council, CRHA Board Members and public stakeholders. The major themes covered in their visit included shrinking federal dollars that support public housing and HUD's message that Housing Authorities need be financially viable -independent of federal dollars. They talked about ARHA's history and how mixed finance developments have made them one of the higher performing agencies in the state. An article on the visit written by Charlottesville Tomorrow is included in materials.

## **VII. PUBLIC COMMENTS**

Connie Rosenbaum, 802 Hardy Dr., said she wants her door painted as promised and wants her exhaust fan replaced.

Annette Wilcox, 1400 Monticello Rd., said she likes her new neighbors and is pleased that she passed her inspection.

Joy Johnson, 802 Hardy Dr., requested the A/C requirement be clarified in writing. She praised Pat Lockley and the maintenance crew for their exceptional job cleaning up the property. She said the ceiling at Westhaven Community Center needs to be included in the Capital Improvements.

Nicholas Yates, 814 Hardy Dr., said he has personal concerns such as maintenance and customer service. He said there needs to be customer service training.

## **VIII. PHAR COMMENTS**

Brandon Collins, 418 Fairway Ave., employee of PHAR, 1000 Preston Ave., said that it is important to make the homeless preference works. He said that the rent statements need to be clearer for residents to read. Other points of interest were: RAD, Crescent Halls being a priority, FSS, concerned about density, the desire for a slow planning and execution process toward redevelopment, income targeting is a concern; resident survey will be finished mid-week and a free A/C program for residents. Mr. Collins distributed the PHAR memo to all Board members present.

Ms. Dunn explained HUD's change on the A/C inspection rule and that staff will help pull out and replace the units. She said this initiative is a good opportunity for community service.

Ms. Dunn explained how maintenance work orders are prioritized and processed. CRHA does not recapture the full cost of maintenance.

There was discussion about ensuring that rent statements generated by the new software will be easy to read by residents. Ms. Jones suggested having an expert reviewing the statements before issuing them to make sure they are easy to understand.

**IX. BOARD DISCUSSION REGARDING NEXT STEPS TO REDEVELOPMENT**

Ms. Dunn said she was pleased to report that the HUD Richmond Field Office has verbally approved the removal of the Avon garage from HUD's Declaration of Trust. A letter stating this formally will be forthcoming and then the City can finalize the loan to CRHA in early June. In respect to the Levy parking area, Legal Counsel Andrew Gore is looking into how this parcel can be used for development. Mr. Gore gave background on the Levy Lot and that it part of the Garrett St. Redevelopment Plan from the 1970's and the terms to which the property is subject to can be changed by City Council.

Ms. Dunn said the City Manager's recommendations to City Council in September 2014 included the support of several staff positions including a Redevelopment Director. Alexandria Housing has recently sent CRHA a proposal for consulting services for CRHA. Commissioner Talbert said she wants ARHA's references to be checked.

Commissioner Jones said the Redevelopment Committee will meet mid-summer in-line with ARHA's recommendations.

**X. COMMITTEE REPORTS**

**1. Resident Services Committee**

Ms. Johnson gave the Resident Services Committee Meeting report and the minutes are included in the Board Meeting Packet.

**2. Finance Committee**

Ms. Munson gave the Finance Committee Meeting report and minutes are included in the Board Meeting Packet.

**XI. OTHER BUSINESS-APPROVAL OF ADDITIONAL RESIDENT SERVICES COMMITTEE MEMBERSHIP**

Mayor Huja motioned to approve Resident Services Committee Membership Applications for Kelly Logan and Mike Murphy. Commissioner Curley seconded the motion. All voted in favor without abstention.

**XII. COMMITTEE MEETING DATE CHECK-IN**

- Resident Services Committee meeting will be held at South 1<sup>st</sup> St. Community Room on Thursday, June 11, 2015, at 1:00 p.m.
- Finance Committee Meeting will be held at the Basement Conference Room, City Hall, on Wednesday, June 17, 2015, at 4:30 p.m.
- Site Tour with Board of Commissioners @ 10:30 a.m. with meeting afterward. Location TBD.
- Board of Commissioners Meeting will be held at City Council Chambers on Monday, June 22, 2015, at 6:00 p.m. This meeting will include a Capital Improvement Kick-off.
- On-site Capital Improvement meetings TBD.

**XIII. PUBLIC COMMENTS**

Joy Johnson, 802 Hardy Dr., said she wants the A/C requirement be clarified in writing; wants a FSS update; maintenance charges are a problem citywide; stoves, refrigerators and windows continue to be concerns; and she has questions about the Garrett St. Redevelopment Plan.

Brandon Collins, 418 Fairway Ave., said the site tour with the Board of Commissioners would be a public meeting.

**XIV. ADJOURNMENT**

Commissioner Woodard adjourned the meeting at approximately at 7:25 p.m.