

THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA

**Regular Meeting
September 28, 2022
9:00 AM
Columbus, Georgia**

**Meeting was Held by Both Telephone Conferencing and In-Person
Due to the COVID-19 Virus**

The Commissioners of the Housing Authority of Columbus, Georgia met in a regular session in Columbus, Georgia.

Chairman Larry Cardin called the meeting to order and on roll call the following Directors answered present:

**Ed Burdeshaw
John Greenman
Linda Hadley
Jeanella Pendleton
John Sheftall
Tiffani Stacy**

In attendance from the Housing Authority staff was Lisa Walters, Chief Executive Officer, Sabrina Richards, Chief of Property Management, John Casteel, Chief Assisted Housing Officer, Sheila Crisp, Chief Financial Officer, Rickey Miles, Modernization Manager, Carla Godwin, MTW Coordinator and Resident Services Administrator, Jonathan Evans, Resident Services Manager, Denise L. Thompson-Mosley, Executive Assistant, and Attorney Jim Clark.

Also in attendance was Len Williams, CEO of Columbus Affordable Housing Services (CAHS).

INVOCATION:

Chairman Cardin offered the invocation.

ADOPTION OF AGENDA:

Chairman Cardin requested the agenda be revised to include a presentation by Len Williams, CEO of CAHS, prior to the Financial Report.

Motion for approval of the revised agenda was made by Commissioner Greenman, seconded by Commissioner Stacy. Motion carried.

APPROVAL OF THE JULY 27, 2022 BOARD MEETING MINUTES:

Chairman Cardin called for a motion to approve the minutes of the July 27, 2022 Board meeting. Lisa Walters, CEO, noted and described three errors in the July 27, 2022 minutes on pages 3594 and 3596.

Motion for approval of the revised minutes was made by Commissioner Pendleton, seconded by Commissioner Hadley. The motion carried.

COLUMBUS AFFORDABLE HOUSING SERVICES PRESENTATION:

Mr. Williams provided an overview of the finances of Columbus Affordable Housing Services (CAHS).

FINANCIAL REPORT:

Sheila Crisp, CFO, provided a report of agency finances month-to-date and year-to-date actual to budget results and the explanation of the top factors of the variances. In summary, we are tracking behind budget by about \$60K.

The top factors for both MTD and YTD variances for excess of revenue before Capitalized Expenditures and Transfers:

- Developer Fees and Waterfalls were included in budget calculations but have not been received yet.
- Each program is tracking ahead of budget except for the Affordable Housing Program.
- This is the only second month of the fiscal year.

CHARGE-OFF OF SECTION 8 RESIDENT OR FORMER RESIDENT ACCOUNT BALANCES FOR MONTH ENDING JULY 31, 2022:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3424

RESOLUTION AUTHORIZING THE CHARGE-OFF OF SECTION 8 RESIDENT OR FORMER RESIDENT ACCOUNT BALANCES TO COLLECTION LOSS FOR THE AUTHORITY'S HOUSING DEVELOPMENTS FOR THE MONTH ENDING JULY 31, 2022

Motion for approval was made by Commissioner Pendleton, seconded by Commissioner Stacy. Motion carried.

**CHARGE-OFF OF FORMER RESIDENT ACCOUNT BALANCES
FOR MONTH ENDING JULY 31, 2022:**

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3425

**RESOLUTION AUTHORIZING THE CHARGE-OFF OF FORMER
RESIDENT ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S HOUSING DEVELOPMENTS
FOR THE MONTH ENDING JULY 31, 2022**

**Motion for approval was made by Commissioner Sheftall, seconded by
Commissioner Stacy. Motion carried.**

**CHARGE-OFF OF FORMER RESIDENT ACCOUNT BALANCES
FOR MONTH ENDING AUGUST 31, 2022:**

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3426

**RESOLUTION AUTHORIZING THE CHARGE-OFF OF FORMER
RESIDENT ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S HOUSING DEVELOPMENTS
FOR THE MONTH ENDING AUGUST 31, 2022**

**Motion for approval was made by Commissioner Greenman, seconded by
Commissioner Hadley. Motion carried.**

**UPDATED MAINTENANCE CHARGES FOR THE HOUSING
AUTHORITY OF COLUMBUS, GA RESIDENTS:**

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3427

**RESOLUTION TO ADOPT UPDATED MAINTENANCE CHARGES FOR THE
HOUSING AUTHORITY OF COLUMBUS, GA RESIDENTS**

**WHEREAS, the list of maintenance charges to residents was last updated in
2021; and**

WHEREAS, the list of maintenance charges to residents enumerates the fees charged to residents for work performed by the Housing Authority to repair or replace property damaged by residents; and,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Columbus, Georgia hereby adopts the Updated List of Maintenance Charges to Residents at the Board Meeting on September 28, 2022, to be effective October 1, 2022.

Motion for approval was made by Commissioner Burdeshaw, seconded by Commissioner Stacy. Motion carried.

HACG PUBLIC HOUSING MONTHLY UTILITY ALLOWANCE SCHEDULE:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3428

RESOLUTION APPROVING UPDATED HACG PUBLIC HOUSING MONTHLY UTILITY ALLOWANCE SCHEDULE

WHEREAS the utility allowance as required in 24CFR, Part 965 of the Federal Register Rules and Regulations are based on all building related requirements: lighting, refrigeration, television, radio, stereo, washing machines, small appliances, space heating, fan, domestic hot water and cooking.

WHEREAS, National Facilities Consultants reviews the existing allowances, and

WHEREAS, the utility allowances are reviewed annually and rate changes that exceed 10% require that revised utility allowances be established, and

WHEREAS, the utility allowances for the following developments will be effective October 1, 2022 for new and current residents for the following:

GA 4-5 Warren Williams (MOD & Non-MOD)
GA 4-8/4-9 Cauty
GA 4-11 Rivers

Motion for approval was made by Commissioner Pendleton, seconded by Commissioner Stacy. Motion carried.

**THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
UTILITY ALLOWANCE SCHEDULES:**

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3429

**RESOLUTION APPROVING THE SECTION 8 HOUSING CHOICE VOUCHER
PROGRAM UTILITY ALLOWANCE SCHEDULES**

WHEREAS, the Utility Allowances, as required in Federal Register 24 CFR Part 982.517 of the Federal Register Rules and Regulations, states that a PHA must maintain a utility allowance schedule for all tenant-paid utilities. The Housing Authority has Moving to Work authorization to use a simplified utility allowance for Tenant-Based Vouchers. All Project-Based Vouchers and RAD Project-Based Vouchers have a utility schedule for each housing community.

WHEREAS, the 2023-2024 utility allowance annual review for the Section 8 Housing Choice Voucher Program will be effective October 1, 2022 for all participants.

Motion for approval was made by Commissioner Stacy, seconded by Commissioner Hadley. Motion carried.

SUBORDINATION AGREEMENT – GOVERNMENTAL ENTITY:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3430

**RESOLUTION APPROVING SUBORDINATION AGREEMENT –
GOVERNMENTAL ENTITY**

WHEREAS, The Housing Authority of Columbus, Georgia (“HACG”) entered into a Land Use Restriction Agreement (“LURA”) as issuer with Eagle Trace GA LLC (“Borrower”) and Wilmington Trust, National Association (“Trustee”) dated December 15, 2015 related to an affordable housing project known as Eagle Trace (“Project”); and

WHEREAS, Borrower sold the Project to M&CF Investments, LLC (“Purchaser”); and

WHEREAS, Purchaser requested that the Subordination Agreement – Governmental Entity attached as Exhibit 1 be approved.

Motion for approval was made by Commissioner Greenman, seconded by Commissioner Stacy. Motion carried.

ADOPTION OF THE REVISED FAMILY SELF SUFFICIENCY (FSS) ACTION PLAN:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3431

RESOLUTION ADOPTING THE REVISED FAMILY SELF SUFFICIENCY (FSS) ACTION PLAN

WHEREAS, the revised Housing Authority of Columbus, GA (HACG) requests the approval of the revised plan,

WHEREAS, the Commissioners of the HACG have been furnished copies of the proposed revised FSS Action Plan; and,

WHEREAS, the proposed revised FSS Action Plan has been examined by the Commissioners and found to be a sound FSS Action Plan.

Motion for approval was made by Commissioner Stacy, seconded by Commissioner Burdeshaw. Motion carried.

REPORT FROM THE GOVERNANCE COMMITTEE:

No report.

REPORT FROM THE AUDIT AND FINANCE COMMITTEE:

No report.

REPORT FROM THE REAL ESTATE COMMITTEE:

No report.

PUBLIC SAFETY TASK FORCE:

Commissioner Stacy spoke about the 39th Annual National Night Out. National Night Out is an annual community-building campaign that encourages partnership and collaboration between communities and law enforcement to achieve safer neighborhoods. The convoy started at the Columbus Civic Center this year on Tuesday, August 2, 2022 around 5:00 PM. The group of city government officials, including Mayor Henderson, Columbus Sheriff Department, Muscogee County Special Response Team, Columbus Police Department, and Columbus Fire Safety and EMS, and many more came down 8th Avenue and visited Wilson Homes. The mayor addressed the crowd and various officials interacted with the residents and neighbors gathered. HACG also multiple photos, including a large group picture.

Commissioner Stacy also gave a report on the September 13, 2022 Public Safety Task Force Meeting and listed areas of concern for some of the sites:

- Arbor Pointe – There was a shooting on the property involving a fleeing vehicle. An unhoused special needs individual has been indecently dressed and pulling on door handles. A car has been spotted dropping off young men to the property who are suspected of recent break-ins. Management will investigate and issue Notices by Authority (NBA) to the associated units.
- Canty – There is suspected criminal activity on Cusseta Road, near the closed convenience store and the surrounding neighborhood. This unsavory activity is often unfairly blamed on residents. Contractors are onsite to replace water heaters, refrigerators, and ranges over five years old.
- Patriot Pointe – Young men have been seen going through unlocked cars parked in the back parking lot during the day.
- Columbus Villas – Residents reported unlocked vehicles appear to have been rummaged.
- Nicholson Terrace – Additional cameras are requested in the stairwells. Law enforcement has responding well to calls to come to the property.
- Warren Williams – There has been loitering by buildings 109, 110, and 111.
- Wilson – Youth have been observed carrying guns on the property. Management is working to evict the residents associated with these individuals.

MOVING TO WORK (MTW) CORRECTIVE ACTIVE PLAN UPDATE:

Lisa Walters gave an update on the MTW Corrective Action Plan. The lease up at Warren Williams is 98% and 93% for Canty Homes for an average of 95%. Section 8 voucher utilization is 79% or 3,078 vouchers. There are currently 139 families searching for housing and 21 extensions have been granted to allow them more time to find housing. An orientation for 25 families will took place on September 22, 2022.

The end of the Section 8 wait list is approaching so it will be opened to accept new applications soon. The payment standard was increased to 110% of Fair market Rent (FMR) in February 2022. In October or November, a request will be placed to HUD to increase the payment standard to 120%. This expansion should boost our residents' chances of finding landlords willing to take housing vouchers.

EXECUTIVE DIRECTOR'S REPORT:

Mrs. Walters lease up across all developments is 97%, including the remote Housing Authorities.

On August 29, 2022, HACG received 15 new Section 8 vouchers from the Consolidated Appropriations Act signed into law on Mach 15, 2022. The Act allocated \$200M for new incremental vouchers. HACG's 15 vouchers equal \$90,600 in HAP per year and a special one-time \$11,250 payment for administrative fees.

Ms. Walters attended the Intercity Leadership Conference in Asheville, NC Wednesday, September 21, 2022 – Friday, September 23, 2022. The tour of the city included trips to breweries, an important local industry, and the River Arts District, a tourist destination. Affordable housing in Asheville was not a part of the tours, but

the mayor did state that Asheville is experiencing the same difficulties with a shortage like most other cities in the country. The trip afforded Ms. Walters opportunities to make connections with Columbus community members to forge new partnerships. Ms. Walters has upcoming meetings with Rodney Close, the director of the Chattahoochee Valley Boys and Girls Club, Kimberly McElveen, Associate Dean for Faculty Affairs at Mercer School of Medicine, and Stuart Webb of Webb Construction.

The October board meeting will be rescheduled from October 19, 2022 to October 26, 2022 because Ms. Walters will be attending the PHADA Trustee Retreat in Houston, TX.

The 2022 Board Commissioners Retreat is Thursday, November 10, 2022 – Friday, November 11, 2022 at the Auburn Marriott Opelika Resort Hotel & Spa at Grand National.

Ms. Walters asked the board commissioners who attended the September 2022 PHADA conference to discuss their takeaways from the meetings. Commissioner Greenman commended Ms. Walters on the summary she had sent on the event. He asked that it be forwarded to all the board commissioners.

ADJOURN:

There being no further business, Chairman Cardin asked for a motion to adjourn the meeting. A motion to adjourn was made by Commissioner Stacy and seconded by Commissioner Greenman. The motion carried and the meeting was adjourned.



Larry Cardin
Chairman



Lisa L. Walters, CPM
Secretary-Treasurer

**CSG RESIDENTIAL
REGULAR MEETING
Wednesday, July 27, 2022
9:00 A.M.**

Meeting was Held by Both Telephone Conferencing and In-Person Due to the COVID-19 Virus

The Directors of CSG Residential of Columbus, Georgia met in a regular session in Columbus, Georgia.

Chairman Larry Cardin called the meeting to order and on roll call the following Directors answered present:

**Ed Burdeshaw
John Greenman
Jeanella Pendleton
John Sheftall
Tiffani Stacy**

In attendance from the Housing Authority staff was Lisa Walters, Chief Executive Officer, Sabrina Richards, Chief of Property Management, John Casteel, Chief Assisted Housing Officer, Sheila Crisp, Chief Financial Officer, Laura Johnson, Chief Real Estate Officer, Rickey C. Miles, Real Estate Development Construction Coordinator and Modernization Manager, Carla Godwin, MTW Coordinator and Resident Services Administrator, Denise L. Thompson-Mosley, Executive Assistant, and Jim Clark, Esquire.

Also in attendance was David Leon, Esquire, Sol Lipschitz, and Elias Medof.

ADOPTION OF AGENDA:

Chairman Cardin called for approval of the agenda.

Motion for approval was made by Commissioner Burdeshaw, seconded by Commissioner Greenman. Motion carried.

APPROVAL OF THE FEBRUARY 16, 2022 BOARD MEETING MINUTES:

Chairman Cardin called for a motion to approve the minutes of the February 16, 2022 Board meeting.

Motion for approval was made by Commissioner Pendleton, seconded by Commissioner Greenman. The motion carried.

CONSTRUCTION CONTRACT TO REPAIR FIRE DAMAGE AT ARBOR POINTE:

CSG received bids on July 8, 2022, for the repair of the Fire Damage Unit 3321 at Arbor Pointe. The Invitation for Bids (IFB) was placed on the HACG Website on June 8, 2022, and later emailed to local contractors. The IFB was placed in the Ledger-Enquirer for three days on June 8, 9, & 10, 2022.

The pre-bid conference was held on June 21, 2021, and one contractor attended. Two additional contractors made a site visit later before the bid opening.

The purpose of this project is to renovate the apartment damaged by a fire at Arbor Pointe. The bids were publicly opened on July 8, 2022, with two contractors submitting bids. The bid information has been provided to our insurance company and the assigned adjuster at Housing Authority Insurance (HAI).

Major work items include cleaning, interior drywall replacement/repair, doors, windows, flooring, appliances, bath renovations, plumbing, electrical, mechanical, and painting of all rooms.

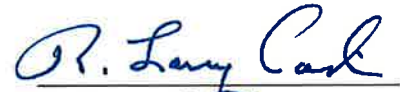
The lowest bid received of \$62,000.00 was from Supreme Services Company of Columbus, Georgia. Supreme Services has completed several projects for the Housing Authority.

We respectfully recommend that the Board approve the contract for the renovation of apartment #3321 at Arbor Pointe to the apparent low bidder, Supreme Services Company, in the amount of \$62,000.00.

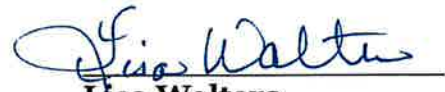
Motion for approval was made by Commissioner Greenman, seconded by Commissioner Burdeshaw. Motion carried.

ADJOURN:

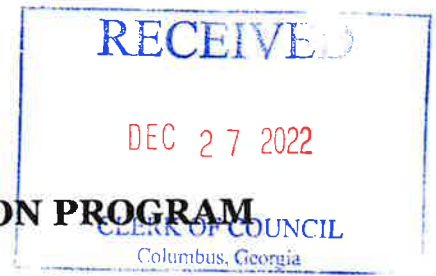
Chairman Cardin called for a Motion to adjourn the meeting. Motion to adjourn was made by Commissioner Greenman, seconded by Commissioner Burdeshaw. Meeting adjourned.



**R. Larry Cardin
Chairman**



**Lisa Walters
President**



**THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM
(RAD I)**

REGULAR MEETING

Wednesday, September 28, 2022

9:00 A.M.

Meeting was Held by Both Telephone Conferencing and In-Person Due to the COVID-19 Virus

The Directors of RAD I of Columbus, Georgia met in a regular session in Columbus, Georgia.

Chairman Larry Cardin called the meeting to order and on roll call the following Directors answered present:

**Ed Burdeshaw
John Greenman
Linda Hadley
Jeanella Pendleton
John Sheftall
Tiffani Stacy**

In attendance from the Housing Authority staff was Lisa Walters, Chief Executive Officer, Sabrina Richards, Chief of Property Management, John Casteel, Chief Assisted Housing Officer, Sheila Crisp, Chief Financial Officer, Rickey Miles, Modernization Manager, Carla Godwin, MTW Coordinator and Resident Services Administrator, Jonathan Evans, Resident Services Manager, Denise L. Thompson-Mosley, Executive Assistant, and Attorney Jim Clark.

Also in attendance was Len Williams, CEO of Columbus Affordable Housing (CAHS).

ADOPTION OF AGENDA:

Chairman Cardin called for approval of the agenda.

Motion for approval was made by Commissioner Pendleton, seconded by Commissioner Hadley. Motion carried.

APPROVAL OF THE DECEMBER 15, 2021, BOARD MEETING MINUTES:

Chairman Cardin called for a motion to approve the minutes of the December 15, 2021, Board meeting.

Motion for approval was made by Commissioner Greenman, seconded by Commissioner Hadley. The motion carried.

CONSTRUCTION CONTRACT TO REPAIR FIRE DAMAGE AT E.J. KNIGHT:

The Housing Authority of Columbus, GA (HACG) received bids on September 20, 2022, for the repair of the Fire Damage Unit 102-A at E.J. Knight Apartments. The Invitation for Bids (IFB) was placed on the HACG Website on August 18, 2022 and emailed to local contractors on the same date. The IFB was placed in the Ledger-Enquirer for three days on August 21, 22, & 23, 2022.

The pre-bid conference was held on August 30, 2022, and two contractors attended. Two additional contractors made a site visit later before the bid opening.

The purpose of this project is to renovate the apartments damaged by a fire at Wilson Homes. The bids were publicly opened on September 20, 2022, with two contractors submitting bids. The bid information has been provided to our insurance company and the assigned adjuster at Housing Authority Insurance (HAI).

Major work items include cleaning, interior drywall replacement/repair, doors, windows, flooring, appliances, plumbing, electrical, mechanical, and painting of all rooms.

The lowest bid received of \$75,852.00 was from George Brothers Contracting of Columbus, Georgia. George Brothers Contracting has completed projects for the Housing Authority and is currently working on the Water Heater Replacements at Canty Homes.

We respectfully recommend that the Board approve the contract for the renovation of Unit 102-A at E.J. Knight Apartments to the apparent low bidder, George Brothers Contracting of Columbus, Georgia, in the amount of \$75,852.00.

Motion for approval was made by Commissioner Greenman, seconded by Commissioner Stacy. Motion carried.

RAD MONTHLY UTILITY ALLOWANCE SCHEDULE:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 1005

A RESOLUTION APPROVING RAD MONTHLY UTILITY ALLOWANCE SCHEDULE

The Department of Housing and Urban Development requires Public Housing Agencies administering Public Housing Programs to review their utility allowances for program participants on an annual basis and revise the allowance schedule if allowance change is greater than 10%.

The Housing Authority of Columbus, Georgia contracted with National Facility Consultants, Inc. (NFC) to update the Utility Allowance Schedule for the Public Housing Programs.

The utility allowances were developed in accordance with 24CFR, Part 965 using heat loss/gain engineering calculations based upon the thermal characteristics of each building type and considering the standard of living within the community. The allowances that were provided are natural gas and electricity.

Although the amounts did not change by 10%, HACG recommended implementing the most recent allowances.

The utility allowances for the following developments will be effective October 1, 2022, for new and current residents for the following properties:

GA 4-6	Wilson
GA 4-10	Farley
GA 4-16/4-17	EJ Knight

Motion for approval was made by Commissioner Burdeshaw, seconded by Commissioner Stacy. Motion carried.

ADJOURN:

Chairman Cardin adjourned the meeting.



**R. Larry Cardin
Chairman**



**Lisa Walters
President**