

JAN 22 2022

CLERK OF COUNCIL

3552

THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Regular Meeting

December 15, 2021

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 Cardin called the meeting to order, and the following Commissioners were 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, David Deroche, Manager of Maintenance and Construction, Sheila Crisp, Chief Financial Officer, Laura Johnson, Chief Real Estate Officer, Rickey Miles, Modernization Manager, Carla Godwin, MTW Coordinator and Resident Services Administrator, Denise L. Thompson-Mosley, Executive Assistant, and Attorney Chandler Riley.

ADOPTION OF AGENDA:

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

APPROVAL OF THE OCTOBER 20, 2021 BOARD MEETING MINUTES:

Chairman Cardin called for a motion to approve the minutes of the October 20, 2021 Board meeting.

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

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 two factors of the variances. In summary, we are tracking ahead of budget by \$333K.

The top 2 factors for both MTD and YTD variances for Net Profit before Capitalized Expenditures and Transfers:

- Expenses are lower because HUD REAC inspections continue to be delayed due to COVID-19.
- Turnover expenses are less because there have been fewer units turning over, attributable to the eviction moratorium.

CHARGE-OFF OF SECTION 8 RESIDENT OR FORMER RESIDENT ACCOUNT BALANCES FOR MONTH ENDING OCTOBER 31, 2021:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3398

A RESOLUTION AUTHORIZING THE CHARGE-OFF OF SECTION 8 OR FORMER RESIDENT ACCOUNT BALANCES TO COLLECTION LOSS FOR THE AUTHORITY'S HOUSING DEVELOPMENTS FOR THE MONTH ENDING OCTOBER 31, 2021

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

**CHARGE-OFF OF RESIDENT OR FORMER RESIDENT ACCOUNT
BALANCES FOR MONTH ENDING OCTOBER 31, 2021:**

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3399

**A RESOLUTION AUTHORIZING THE CHARGE-OFF OF FORMER
RESIDENT ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S HOUSING DEVELOPMENTS
FOR THE MONTH ENDING OCTOBER 31, 2021**

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

**CHARGE-OFF OF RESIDENT OR FORMER RESIDENT ACCOUNT
BALANCES FOR MONTH ENDING NOVEMBER 30, 2021:**

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3400

**A RESOLUTION AUTHORIZING THE CHARGE-OFF OF FORMER
RESIDENT ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S HOUSING DEVELOPMENTS
FOR THE MONTH ENDING NOVEMBER 30, 2021**

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

**RESOLUTION PROVIDING AUTHORIZATION TO THE
EXECUTIVE DIRECTOR TO EXECUTE ALL CLOSING
DOCUMENTS REGARDING WARM SPRINGS SENIOR VILLAGE:**

The following Resolution were introduced and duly considered:

RESOLUTION NO. 3401

**A RESOLUTION PROVIDING AUTHORIZATION TO THE EXECUTIVE
DIRECTOR TO EXECUTE ALL CLOSING DOCUMENTS REGARDING
WARM SPRINGS ROAD SENIOR VILLAGE**

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

CONSTRUCTION CONTRACT TO REPAIR FIRE DAMAGED UNITS AT RIVERS HOMES:

The Housing Authority of Columbus, Georgia (HACG) received bids on December 1, 2021, for the repair of the Fire Damage Unit 700-E at Rivers Homes. The Invitation for Bids (IFB) was placed on the HACG Website on November 5, 2021, and later emailed to several local contractors. The IFB was placed in the Ledger-Enquirer for three days on November 5, 7 & 8, 2021. The pre-bid conference was held on November 11, 2021, and four contractors attended.

The purpose of this project is to renovate the apartment damaged by a fire at Rivers Homes. The bids were publicly opened on December 1, 2021, 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 \$89,776.00 was from MMC Contracting of Columbus, Georgia. MMC Contracting has completed three projects for the Housing Authority and is currently working on a fire damaged unit at Wilson Homes and renovations to two units in Buena Vista.

Motion to approve this contract for the repairs of Rivers Homes in the amount of \$89,776.00 was made by Commissioner Burdeshaw, seconded by Commissioner Hadley. Motion carried.

REPORT FROM THE GOVERNANCE COMMITTEE:

Commissioner Pendleton, Chair of the Governance Committee, announced there is no formal report.

REPORT FROM THE AUDIT AND FINANCE COMMITTEE:

Commissioner Greenman, Chair of the Audit and Finance Committee, discussed what was covered in the meeting held on December 1, 2021, and referred everyone to the minutes included in the December Board Packet.

The RAD I, LP and CSG Residential budgets were presented by Sheila Crisp, CFO, and were recommended by the full committee to the board for approval.

REPORT FROM THE REAL ESTATE COMMITTEE:

Commissioner Burdeshaw, Chair of the Real Estate Committee, stated the committee did not meet within the last month. He was pleased with the progress at the Banks at Mill Village and Warm Springs Senior Village is expected to close the week after Christmas.

PUBLIC SAFETY TASK FORCE:

Commissioner Stacy stated there is nothing to report and the last meeting of the Task Force was September 14, 2021.

Commissioner Cardin inquired if there are any worrisome trends at the properties. Commissioner Stacy stated residents are not experiencing anything more than what the Columbus community is facing. She also indicated things have improved greatly since security cameras have been installed.

EXECUTIVE DIRECTOR'S REPORT:

Mrs. Walters reported that HACG has a 97% lease up rate for all developments including the remote properties. She also noted that Section 8 voucher utilization is 82% or 3,180 vouchers. HACG has 136 families with vouchers still searching for housing. There is an orientation scheduled December 30, 2021 for 20 voucher holders. Ten extensions were granted to give voucher holders more time to locate housing.


The payment standard for Section 8 vouchers will be increased to 110% of Fair Market Rent. The increase will help clients have more success locating affordable housing.

HACG has received approval from HUD to change the Fiscal Year End from June 30th to December 31st.

Ms. Walters reviewed some of the finance slides from the Commissioner's Retreat and recognized Sheila Crisp for obtaining Certified Property Manager (CPM) designation.

ADJOURN:

There being no further business, Chairman Cardin adjourned the meeting.


Larry Cardin
Chairman


Lisa L. Walters, CPM
Secretary-Treasurer