AGENDA, MINUTES, FINANCIALS, RESOLUTIONS, REPORTS

FOR

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

January 25, 2017

Daniel C. Hudgins
Chair

Anthony Scott
Chief Executive Officer
HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Daniel C. Hudgins, Chair

SUBJECT: Regular Meeting Held January 25, 2017

DATE: January 20, 2017

OFFICERS: Chair – Daniel C. Hudgins; Vice Chair – George K. Quick; Secretary – Anthony Scott; Assistant Secretary – Zelda Everson

The Board of Commissioners of the Housing Authority of the City of Durham will be holding its regular meeting on Wednesday, January 25, 2017, at 5:30 p.m. The meeting will be held in the Board Room of the Central Office Building, 330 East Main Street, Durham, North Carolina.

AGENDA

I. Call to Order

II. Public Hearing(s)
   1. General Comments from the Public

III. Changes to the Agenda

IV. Approval of Minutes Board of Commissioners Special Meeting Held on January 3, 2017

   Approval of Minutes Board of Commissioners Regular Meeting Held on December 21, 2016

V. Business Reports
   1. Public Housing Operations
   2. HCV Report

VI. General Business Action Items
   1. Committee Reports
      • Development Committee
      • Finance Committee
      • Resident Service Committee
VII. Resolutions for Approval

1. Resolution Authorizing the Write-Off of Conventional Housing Collection Losses for Period Beginning November 1, 2016 and ending November 30, 2016
2. Resolution Authorizing the Write-Off of Conventional Housing Collection Losses for Period Beginning December 1, 2016 and ending December 31, 2016
3. Resolution Authorizing the Submission of a 2017 Preliminary 9% Low-Income Housing Tax Credit Application for the Redevelopment of Club Boulevard Apartments

VIII. Information Items

1. Minutes of Special Meeting – EEHI – January 3, 2017

IX. Closed Session

X. Adjournment
MINUTES OF SPECIAL MEETING
HOUSING AUTHORITY OF THE CITY OF DURHAM
330 EAST MAIN STREET
DURHAM, NORTH CAROLINA
January 3, 2017

AGENDA ITEM I
Call to Order

The special meeting was called to order by the Chair, Daniel C. Hudgins, at 5:30 p.m.

Present:
   Daniel C. Hudgins, Chair
   George K. Quick, Vice Chair
   Robert "Bo" Glenn
   Gloria M. Nottingham
   Thomas M. Niemann (via phone)

Absent:
   Larry D. Yon, II (Excused)
   Steve Schewel (Excused)
   Barbara F. Lofton

Staff Present:
   Anthony Scott, CEO
   Jonathan Blum
   Elvert Dorsey
   Denita Johnson
   Zelda Everson

Also Present:
   Eric Pristell, Attorney, The Banks Law Firm

Board Meeting was called into session at 5:30PM

AGENDA ITEM II
Public Hearing(s)

ACTION 1: General Comments from the Public
There was none.

AGENDA ITEM III
Changes to the Agenda
There was none.

AGENDA ITEM IV
General Business Action Items
There was none.

AGENDA ITEM VI
Consent Agenda Action (Items)

ACTION 1:

RESOLUTION NO. 3470

RESOLUTION APPROVING FY2017 COMPREHENSIVE OPERATING BUDGET
WHEREAS, the Chief Executive Officer has submitted a comprehensive Operating Budget for the Housing Authority of the City of Durham for the year beginning January 1, 2017 and ending December 31, 2017; and

WHEREAS, the proposed annual budget reflects operating revenues and operating expenses as presented in the Operating Budget document for the year ending December 31, 2017; and

WHEREAS, the proposed revenues are estimated to be available during the fiscal year to fund the proposed expenditures.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners finds as follows:

1. That the budgets as presented in the Operating Budget document are approved for the fiscal year ending December 31, 2017;

2. That the Chief Executive Officer or his designee may authorize the transfer of line item appropriations between activities, objects and line items within each fund budget;

3. That the Board of Commissioners may authorize the transfer of funds between the individual funds;

4. That any change in the budgeted expenditures or revenues which serves to change the overall budget amount in any specific fund budget may be made only by the Board of Commissioners;
5. That any operating funds encumbered as of December 31, 2016, or otherwise designated, are hereby re-appropriated for the fiscal year ending December 31, 2017;

6. That the Chairman is authorized to execute Form HUD-52574 (PHA Board Resolution – Approving Operating Budget);

7. That this resolution shall take effect January 4, 2017.

Done this 3rd day of January 2017.

Motion: Commissioner Quick; Seconded: Commissioner Glenn; Approved: Unanimously

AGENDA ITEM VIII
Closed Session
None

AGENDA ITEM IX
Adjournment

Motion: Chair Hudgins; Seconded: Commissioner Glenn; Approved: Unanimously

______________________________
Chair

(SEAL)

______________________________
Secretary
MINUTES OF REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF DURHAM
330 EAST MAIN STREET
DURHAM, NORTH CAROLINA
December 21, 2016

AGENDA ITEM I
Call to Order

The regular meeting was called to order by the Chair, Daniel C. Hudgins at 5:30 pm.

Present:
Daniel C. Hudgins, Chair
George K. Quick, Vice Chair
Robert “Bo” Glenn
Barbara F. Lofton
Thomas M. Niemann
Gloria M. Nottingham
Larry D. Yon, II
Steve Schewel

Absent: None

Staff Present:
Anthony Scott, CEO
Jonathan Blum
Elvert Dorsey
Charles Lyon
Sabrina Sinegal
Denita Johnson
Pamela Davis
Zelda Everson

Also Present:
Eric Pristell, Attorney, The Banks Law Firm
Ted Edwards, Attorney, The Banks Law Firm
Danielle Barbour Wilson, Attorney, The Banks Law Firm

A quorum was present and the meeting was called into session at 5:30 pm.

AGENDA ITEM II
Public Hearing(s)

ACTION 1: General Comments from the Public
There was none.

AGENDA ITEM III
Changes to the Agenda

- A visual presentation of the FY2017 budget via PowerPoint to be presented by the CEO
- It was suggested by member, George K. Quick, to possibly include the current month’s committee meeting minutes into the current months’ board packet. To give the board an opportunity to review unapproved committee meeting minutes for informational purposes.
  - Mr. Pristell responded it has always been the past practice of DHA to review approved minutes which are one month behind, as practice and not by-law.
- Member, Robert Glenn, recommended an option for public access to the minutes and proceedings of DHA board meetings by way of videotaping the board meetings and posting them online. It was suggested the possible legal ramification, if any, be examined by legal counsel.

Motion: Commissioner Glenn; Seconded: Commissioner Quick; Approved: Unanimously

AGENDA ITEM IV
General Business Action Items

ACTION 1: Minutes – Board of Commissioners Regular Meeting Held November 16, 2016.

Motion: Commissioner Quick; Seconded: Commissioner Glenn; Approved: Unanimously

ACTION 2: Committee Reports
Development
The Development November 3, 2016. The Minutes were approved.

Motion: Commissioner Niemann; Seconded: Commissioner Hudgins; Approved: Unanimously

Finance
The Finance Committee met on November 9, 2016 at 3:30 p.m. Minutes were approved.

Motion: Commissioner Glenn Seconded: Commissioner Quick; Approved: Unanimously

AGENDA ITEM V
Information Items

Public Housing Reports
- Member, Robert “Bo” Glenn, inquired about the absence of Collection Losses for the month of November 2016 in the December Board Packet.
  - Senior Property Manager, Pam Davis, noted that all losses prior to the recording month have always been documented in the following month’s report to reflect an accurate view of total losses, to capture mid-month evictions or move-outs and unit-turnover costs. The Chairman, Daniel Hudgins, confirmed this to be the standing practice.

HCV Utilization and Spending Report
- The board was received an update that 1500 applicants had received orientation and approximately 265 voucher holder families were continuing to search for housing.
- Councilman Steve Schewel inquired if there were specific issues that cause the delay in leasing with the voucher holders that were still unleased. It was questioned if the matter was related to applicants being unable to find suitable housing or if it there were landlord issues. Commissioner Bo Glenn contemplated if the issue was related to housing stock and questioned the possibility of extending the length of time to find suitable housing.
- The Director of HCV, Denita Johnson, along with the CEO, Mr. Scott, advised further investigation would provide explanations of the difficulties around applicants’ timely finding of housing. The Director of HCV noted that, of the 1500 scheduled for orientation; 200 vouchers were issued; approximately 394 were ineligible; and 287 applicants were rescheduled for eligibility appointments.
- Councilman Steve Schewel inquired about the use of graduate students as an option in helping to find out why the participants are having a difficult time in finding suitable housing. The Chairman suggested students at Sanford may be able to offer assistance in determining issues preventing finding suitable housing. The Councilman queried the Director of HCV if the challenges faced in the Durham, NC market were normal and if she had thoughts about how to improve or resolve them.
- The Director advised the housing market issues vouchers holders are facing are not isolated to Durham and she has ideas in mind to address some of the issues and would present concrete ideas at a later date.
- Commissioner George Quick questioned if there would be a new format to determine utilization. Mr. Scott advised he was looking into a format change for 2017 and concluded there was a 99.7% voucher utilization rate.

Development
• Councilman Steve Schewel questioned the desirability of the housing tax credit market and the confidence level for the 4% credits vs. the tax equity scheduled to climb to 9%.

• The Director of Development, Meredith Daye, noted she spoke with Investors, Capital Markets, and the investors are comfortable with, and recognize, the decrease in the 4% market. It was further reiterated that no investor pulled out and DHA investors are stable and aware of a possible interest rate change in 2017. It was also stated that an LOI had been signed.

• The Director of Development advised a determination is still pending if there will be successful 9% investors in CLUB BOULEVARD after the initial application round in 2017. The Director addressed Commissioner Glenn’s concerns regarding problems with CLUB BOULEVARD in the December Development Committee meeting by reiterating Mr. Sherrod Banks, legal counsel, statement of no definite current investments in the CLUB BOULEVARD area. Stating the preliminary application scored well, however a strong application isn’t a guarantee of funding; the application is being reviewed to determine if there is an opportunity to increase points on the application, although concerns were expressed about the surrounding areas.

• Commissioner Glenn stated it should be noted that CLUB BOULEVARD’s inability to receive tax credit approval for two years is not any fault of DHA.

Finance

Commissioner Quick, Finance Committee Chair, advised the Minutes of the Finance Committee reflects the status of the Mechanics & Farm loan and issues that were covered.

A presentation, which included a hardcopy handout, of the proposed 2017 budget was presented by the Chief Executive Officer. The presentation incorporated a 2016 year-in-review and highlights of the Strategic Plan efforts that helped develop the 2017 budget. Highlights covered three key areas: Communication, Conditions, and Collaboration.

The CEO noted the budget was conservatively based on 87.5% of the proration funding level. Other changes in the FY2017 budget includes renaming the Safety unit, Safety and Security, and moving the program from Resident Services to the Central Office Cost Center.

The circumstance of HCVP utilization needing to spend $1.5 million was also emphasized. While also indicating the Capital Fund wasn’t factored into the budget and was left for RAD to be disseminated over 10 years.

Also discussed was the addition of a Business Analyst position in place of the Controller, and increasing staff salaries – up to a maximum of 3.5%.

Eric Pristell deferred any questions concerning the budget to the special meeting on January 3, 2017.
City Council Schewel expressed his appreciation of the budget presentation and also made inquiries into the position of the $1.7 million CF reserves. In conclusion, the CEO's responded the 1.7 million dollars is kept in a bank in Washington, DC.

AGENDA ITEM VI
Resolutions for Approval

The Chair Hudgins made a motion to read the requests to approve continuing resolutions to approve the budget for the first three days in January due to Public Notice not being properly filed. Said motion was seconded by Vice-Chair Quick.

ACTION 1:

RESOLUTION NO. 3458

RESOLUTION AUTHORIZING THE WRITE-OFF OF CONVENTIONAL HOUSING COLLECTION LOSSES FOR THE PERIOD BEGINNING OCTOBER 1, 2016 AND ENDING OCTOBER 31, 2016

WHEREAS, the Housing Authority of the City of Durham has determined that it has exerted all efforts to collect monies owed from former residents; and

WHEREAS, the property management staff has notified each former resident of the amount owed; and

WHEREAS, the regulations of the U.S. Department of Housing and Urban Development require a housing authority to write off any and all monies owed that cannot be collected.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Durham approves the write-off of rents, utilities, repair charges, court costs and late fees owed as per the listing of delinquent accounts shown in the amount of $6,877.61 for the period beginning October 1, 2016 and Ending October 31, 2016.

This resolution shall take effect immediately.
Done this 21ST day of December, 2016

Motion: Commissioner Hudgins; Seconded: Commissioner Quick; Approved: Unanimously

ACTION 2:

RESOLUTION NO. 3459
RESOLUTION AUTHORIZING THE WRITE-OFF OF AFFORDABLE HOUSING COLLECTION LOSSES FOR THE PERIOD BEGINNING OCTOBER 1, 2016 AND ENDING OCTOBER 31, 2016

WHEREAS, the Housing Authority of the City of Durham has determined that it has exerted all efforts to collect monies owed from former residents; and

WHEREAS, the property management staff has notified each former resident of the amount owed; and

WHEREAS, the housing authority is required to write off any and all monies owed that cannot be collected.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Durham approves the write-off of rents, utilities, repair charges, court costs and late fees owed as per the listing of delinquent accounts shown in the amount of $1,275.87 combined total for the period beginning October 1, 2016 and ending October 31, 2016.

This resolution shall take effect immediately.
Done this 21ST day of December, 2016

Motion: Commissioner Niemann; Seconded: Commissioner Lofton; Approved: Unanimously

ACTION 3:

RESOLUTION NO. 3460

RESOLUTION TO CONSIDER AND APPROVE RENEWAL OF THE FAMILY UNIFICATION PROGRAM MEMORANDUM OF UNDERSTANDING FOR FY 2017

WHEREAS, The Housing Authority of the City of Durham, herein called the Durham Housing Authority, and the Durham County Department of Social Services have agreed to make application to the U.S. Department of Housing and Urban Development, herein called HUD, under the Family Unification Program ("FUP"); and
WHEREAS, the purpose of the FUP is to a) provide Housing Choice Voucher ("HCV") rental assistance to youth between the ages of 18 thru 21 years old, who left foster care at age 16 or older to find affordable and decent housing, and b) promote family unification by providing vouchers to families for whom the lack of adequate housing is a primary factor in the imminent placement of the family’s child or children in out-of-home care, or in a delay of discharge of a child or children to the family from out-of-home care; and

WHEREAS, the Durham Housing Authority has agreed to set aside 15 housing choice vouchers to implement the FUP until a notice of funding availability is announced; and

WHEREAS, Durham County Department of Social Services has agreed to establish and implement a system to identify eligible families and youth who meet the criterion for the program, and refer those individuals to the Durham Housing Authority; and

WHEREAS, the Durham Housing Authority will ensure the agency’s Administrative Plan is updated in accordance with applicable regulations and requirements when necessary, and will administer and manage the FUP waiting list to ensure that families and individuals meeting the criterion for the FUP receive priority, in accordance with policies set forth in its Administrative Plan; and

WHEREAS, the Durham Housing Authority will manage all housing related issues, including eligibility for housing assistance, housing inspections, determination of rent reasonableness, and disbursement of housing assistance payments to participating landlords; and

WHEREAS, the Durham Housing Authority has executed a Memorandum of Understanding, which is attached; and

WHEREAS, the Durham Housing Authority and the Durham County Department of Social Services recognize that the FUP will provide rental assistance for a maximum of 15 families/individuals and will work together to complete the grant application process and needs assessment when a notice of funding eligibility is announced for FUP targeted funding.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of The Housing Authority of the City of Durham, as follows:

1. That the Memorandum of Understanding for the 2017 fiscal year, as outlined in the attached document, is in all respects approved; and

2. This resolution shall take effect on January 1, 2017.

Done this 21st day of December 2016.

Motion: Commissioner Nottingham; Seconded: Commissioner Lofton; Approved: Unanimously
ACTION 4:

RESOLUTION NO. 3461

RESOLUTION APPROVING THE REVISION TO THE HOUSING CHOICE VOUCHER PROGRAM UTILITY ALLOWANCES

WHEREAS, the Housing Authority of the City of Durham is required to maintain a utility allowance schedule for all tenant-paid utilities, for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services; and

WHEREAS, in accordance with the U. S. Department of Housing and Urban Development regulations governing the Housing Choice Voucher Program (Section 8) which state “a PHA must review its schedule of utility allowances each year, and must revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rates since the last time the utility allowance schedule was revised.”

WHEREAS, the Housing Authority of the City of Durham procured the services of 2rw Consultants, Inc. to perform a utility allowance analysis and compare utility allowance reports from November 2015 with newly calculated utility allowances using current rate data and determined that a revision is necessary.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Durham, as follows:

1. That the proposed utility allowances, as attached, be approved; and

2. That the proposed utility allowances become effective December 1, 2016.

Done this 16th day of November 2016.

This resolution shall take effect immediately.
Done this 21ST day of December, 2016

Motion: Commissioner Glenn; Seconded: Commissioner Niemann; Approved: Unanimously

ACTION 5:

RESOLUTION NO. 3462

14
HOUSING AUTHORITY OF THE CITY OF DURHAM

RESOLUTION AUTHORIZING MECHANICS AND FARMERS BANK LINE OF CREDIT

WHEREAS, Development Ventures Incorporated ("DVI") is a North Carolina non-profit corporation and an instrumentality of the Housing Authority of the City of Durham ("DHA");

WHEREAS, DVI’s mission is to provide affordable housing to low and moderate income persons in Durham County, North Carolina;

WHEREAS, DVI is fulfilling its mission by engaging in various real estate development activities including but not limited to the acquisition, improvement and renovation of real property;

WHEREAS, DVI desires to secure private financing to further its mission;

WHEREAS, in order to assist DVI in furthering its mission, Mechanics and Farmers Bank has agreed to loan DVI, through a secured revolving line of credit, an amount of up to the lesser of $750,000 or 80% of the appraised market value of Edgemont Elms Apartments, located at 301 South Elm Street, Durham, North Carolina;

WHEREAS, the loan is proposed to be secured by Edgemont Elms Apartments and other pledged collateral;

WHEREAS, Edgemont Elms Apartments is owned by Edgemont Elms Housing, Inc., a North Carolina non-profit corporation and instrumentality of DHA;

WHEREAS, DHA is proposed to be the limited guarantor of the loan; and

WHEREAS, the terms of the proposed Mechanics and Farmers Bank loan are specifically described in Exhibit A, attached hereto and incorporated into this resolution by reference (the “Mechanics and Farmers Loan”).

NOW THEREFORE, BE IT RESOLVED BY DHA, THROUGH ITS BOARD OF COMMISSIONERS, AS FOLLOWS:

1. That the Mechanics and Farmers Loan is hereby approved and authorized.

2. That DHA is hereby authorized to be the limited guarantor of the Mechanics and Farmers Loan subject to the following restrictions: Mechanics and Farmers Bank shall not have any legal right of recourse against any: (a) Public housing project of DHA; (b) “Operating receipts” of DHA (as such term is defined in DHA’s Consolidated Annual Contributions Contract [the “DHA ACC”] with HUD); (c) Public housing operating reserve of DHA reflected in DHA’s annual
operating budget and required under the DHA ACC; (d) DHA projects converted from public housing to Section 8 rental assisted projects under the HUD Rental Assistance Demonstration ("RAD") program; (e) Section 8 subsidies payable from HUD to DHA for a RAD project; or (f) Public housing operating reserves that are or will be transferred to RAD projects as reserves for such RAD projects. With respect to (a) through (e) above, DHA’s obligations hereunder shall be subject to the DHA ACC, and DHA shall have no obligation to take any action hereunder violating the DHA ACC or causing any of DHA’s public housing assets or projects to become encumbered.

3. That the Chairman and Chief Executive Officer (including his designees, if any) are hereby authorized, empowered and directed to do any and all other acts, and to execute, approve and deliver any and all documents, not inconsistent with this resolution which they, in their discretion, deem necessary or appropriate in order to consummate the transaction contemplated by this resolution, including, without limitation, the full execution of all documents to close the Mechanics and Farmers Loan.

4. That all motions, orders, resolutions and parts thereof in conflict with this resolution are hereby repealed and all other acts of the Chairman and Chief Executive Officer (including his designees, if any) that are in conformity with the purposes and intent of this resolution are hereby ratified, confirmed and approved.

Effective this the 21st day of December, 2016.

This resolution shall take effect immediately.
Done this 21st day of December, 2016

Motion: Commissioner Quick; Seconded: Commissioner Yon, II; Approved: Unanimously

ACTION 6:

RESOLUTION NO. 3463

HOUSING AUTHORITY OF THE CITY OF DURHAM
A CONTINUING RESOLUTION TO AUTHORIZE EXPENDITURES FOR THE
HOUSING AUTHORITY OF THE CITY OF DURHAM UNTIL THE ADOPTION OF ITS
FY 2017 BUDGET

WHEREAS, the Local Government Budget and Fiscal Control Act (North Carolina General Statutes 159-42(c)) requires the Housing Authority of the City of Durham to operate under an annual budget;
WHEREAS, Section 11(D) of the Consolidated Annual Contributions Contract, between DHA and the United States Department of Housing and Urban Development, dated August 1, 2003 (the “ACC”), prohibits DIIA from incurring any operating expenses except pursuant to an approved operating budget;

WHEREAS, DHA’s fiscal year 2017 operating budget (“FY 2017 Operating Budget”) will not be adopted prior to the beginning of the 2017 fiscal year on January 1, 2017.

NOW THEREFORE, BE IT RESOLVED by DHA, through its Board of Commissioners, that DHA hereby adopts a continuing resolution whereby DHA is authorized to pay all ordinary, necessary and proper obligations of DHA, including but not limited to employee payroll, which are of the nature and at the level appropriated in the DHA fiscal year 2016 approved budget, until such time as the FY 2017 Operating Budget has been properly adopted by DHA.

Effective this the 21st day of December, 2016.

This resolution shall take effect immediately.
Done this 21st day of December, 2016

Motion: Commissioner Glenn; Seconded: Commissioner Lofton; Approved: Unanimously

AGENDA ITEM VIII
Closed Session
Motioned by Dan Hudgins; Seconded by Gloria Nottingham; Approved Unanimously
Consulted with legal counsel to discuss potential litigation matter. No action taken.

AGENDA ITEM IX
The Board extended birthday wishes to Ms. Lofton. Mr. Schewel expressed his appreciation of the Durham Housing Authority staff.

Adjournment

Motion: Commissioner Hudgins; Seconded: Commissioner Niemann; Approved: Unanimously

____________________________
Chair

(SEAL)

____________________________
Secretary
V. Business Reports
Public Housing Operations
ITEMS REQUIRING BOARD ACTION

- Board to consider and approve resolution approving the collection loss write-offs/combined collection loss report for Conventional Housing for the period beginning November 1, 2016 and ending November 30, 2016.

- Board to consider and approve resolution approving the collection loss write-offs/combined collection loss report for Conventional Housing for the period beginning December 1, 2016 and ending December 30, 2016.
<table>
<thead>
<tr>
<th>ACC #</th>
<th>NAME</th>
<th>DATE</th>
<th>AMOUNT</th>
<th>RENT</th>
<th>CHARGES</th>
<th>FEES</th>
<th>NET</th>
<th>CHARGED OFF</th>
<th>LATE</th>
<th>ACCOUNTABLE FOR</th>
<th>VACATING</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
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**December 2016**

<table>
<thead>
<tr>
<th>ACCOUNT TITLE</th>
<th>TOTAL</th>
<th>LATE</th>
<th>VACATING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total Charges:**

- **$1,423.61**

**Notes:**

- All balances are subject to change due to adjustments and corrections.
- All balances are inclusive of any applicable fees.

**Contact Information:**

- Corporate Office: (555) 555-5555
- Local Office: (555) 555-6666

**Date:** December 2016

**Author:** [Signature]

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**Accountant:** [Signature]

**Manager:** [Signature]

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**Notes:**

- Any discrepancies should be reported immediately.
- All balances are rounded to the nearest dollar.
<table>
<thead>
<tr>
<th>Public Housing</th>
<th>Total</th>
<th>Units Available</th>
<th>VACANT CURRENTLY</th>
<th>VACANT AS OF 12/31/21</th>
<th>% LEASED</th>
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<tr>
<td>Affordable Housing</td>
<td>100</td>
<td>120</td>
<td>20</td>
<td>20</td>
<td>100%</td>
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**Comments:** Details on the source of the data and any notes about the leasing status.
### AFFORDABLE HOUSING

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<th>0</th>
<th>0</th>
<th>0.0%</th>
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<tr>
<td>Edgemont Elms</td>
<td>8</td>
<td>0</td>
<td>1</td>
<td>12.5%</td>
</tr>
<tr>
<td>Preiss-Deale Place</td>
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<tr>
<td>Goley Pointe</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>13</td>
<td>1</td>
<td>2</td>
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<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>140</td>
<td>39</td>
<td>27</td>
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### TENANT ACCTS RECEIVABLE - TIMELY COLLECTION

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<tr>
<th>Property</th>
<th>TOTAL OCCUPIED UNITS</th>
<th>COLLECTED BETWEEN 12/01/16 - 12/05/16</th>
<th>COLLECTED AFTER 12/05/16</th>
<th>% COLLECTED TIMELY</th>
<th>% COLLECTED AFTER 5TH OF THE MONTH</th>
<th>% DELINQUENT</th>
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<tr>
<td>McDougald Terrace</td>
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<td>313</td>
<td>18</td>
<td>90%</td>
<td>87%</td>
<td>3%</td>
</tr>
<tr>
<td>Scattered Sites</td>
<td>59</td>
<td>32</td>
<td>18</td>
<td>64%</td>
<td>86%</td>
<td>16%</td>
</tr>
<tr>
<td>Oldham Towers</td>
<td>94</td>
<td>57</td>
<td>37</td>
<td>64%</td>
<td>76%</td>
<td>6%</td>
</tr>
<tr>
<td>Cornwalls Road</td>
<td>192</td>
<td>123</td>
<td>69</td>
<td>66%</td>
<td>76%</td>
<td>6%</td>
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<td>Liberty Street</td>
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<td>42</td>
<td>52</td>
<td>45%</td>
<td>55%</td>
<td>5%</td>
</tr>
<tr>
<td>Club Blvd</td>
<td>76</td>
<td>42</td>
<td>34</td>
<td>44%</td>
<td>56%</td>
<td>4%</td>
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<td>Hoover Road</td>
<td>53</td>
<td>40</td>
<td>13</td>
<td>75%</td>
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<td>JJ Henderson</td>
<td>144</td>
<td>95</td>
<td>49</td>
<td>66%</td>
<td>76%</td>
<td>4%</td>
</tr>
<tr>
<td>Morena's Road</td>
<td>145</td>
<td>96</td>
<td>49</td>
<td>66%</td>
<td>76%</td>
<td>4%</td>
</tr>
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<td>Darin Court</td>
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### PUBLIC HOUSING

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<th>% COLLECTED AFTER 5TH OF THE MONTH</th>
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**UPCS INSPECTION**

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**VACANT UNITS PREPARED FOR OCCUPANCY**

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## COLLECTION LOSS TOTALS

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<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
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**Grand Total:** $73,085.05
HCV Report
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<td>Vouchers Issued</td>
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<td>168</td>
<td>66</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># Families Searching for Housing</td>
<td>121</td>
<td>238</td>
<td>236</td>
<td></td>
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</table>

## II. Total Inventory

<table>
<thead>
<tr>
<th></th>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Tenant-Based Vouchers</td>
<td>2337</td>
<td>2139</td>
<td>2151</td>
<td>2167</td>
<td>170</td>
<td>93%</td>
</tr>
<tr>
<td>Project Based Vouchers - VOA Life House of Durham</td>
<td>24</td>
<td>24</td>
<td>24</td>
<td>18</td>
<td>6</td>
<td>75%</td>
</tr>
<tr>
<td>Project Based Voucher - Preisse Steele Place</td>
<td>82</td>
<td>76</td>
<td>76</td>
<td>79</td>
<td>3</td>
<td>96%</td>
</tr>
<tr>
<td>VASH</td>
<td>107</td>
<td>100</td>
<td>100</td>
<td>98</td>
<td>9</td>
<td>92%</td>
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<tr>
<td>Near Elderly and Disabled (NED)</td>
<td>200</td>
<td>205</td>
<td>205</td>
<td>200</td>
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<td>100%</td>
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<tr>
<td>Family Unification Program (FUP)</td>
<td>15</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>8</td>
<td>47%</td>
</tr>
<tr>
<td>HOPWA</td>
<td>16</td>
<td>15</td>
<td>14</td>
<td>12</td>
<td>4</td>
<td>75%</td>
</tr>
<tr>
<td>Shelter Plus Care</td>
<td>10</td>
<td>11</td>
<td>11</td>
<td>10</td>
<td>0</td>
<td>100%</td>
</tr>
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</table>

## II. Housing Assistance Payment

<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Monthly DHA HAP Funds Authorized</td>
<td>$1,542,074.00</td>
<td>$1,753,562.00</td>
<td>$1,527,004.00</td>
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<tr>
<td>Monthly DHA HAP Funds Utilized</td>
<td>$1,529,540.55</td>
<td>$1,568,969.25</td>
<td>$1,567,941.00</td>
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## III. Waiting List

- Tenant Base - 1057
- Project Base - 311

## IV. SEMAP Indicators

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>MTCS Reporting Rate</td>
<td>100%</td>
<td>99%</td>
<td>99%</td>
</tr>
<tr>
<td>Indicator 5 HQS Quality Control</td>
<td>5%</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>Indicator 9 Timely Reexaminations</td>
<td>97%</td>
<td>99%</td>
<td>97%</td>
</tr>
<tr>
<td>Indicator 10 Correct Rent Calculations</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Indicator 11 Pre-Contract HQS Inspections</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Indicator 12 Annual HQS Inspections</td>
<td>98%</td>
<td>98%</td>
<td>98%</td>
</tr>
<tr>
<td>Indicator 14 Family Self Sufficiency</td>
<td>95%</td>
<td>95%</td>
<td>96%</td>
</tr>
<tr>
<td>FSS Enrollment: 146 (current month)</td>
<td>95%</td>
<td>95%</td>
<td>96%</td>
</tr>
<tr>
<td>FSS Escrow Accounts: 86 (current month)</td>
<td>65%</td>
<td>65%</td>
<td>59%</td>
</tr>
</tbody>
</table>

HUD FYE Requirement
- 95% or more
- 5% or more
- 96% or more
- 98% or more
- 96% or more
- 80% or more
- 30% or more
VI. General Business Action Items
Development Committee
Durham Housing Authority
Durham, NC

MINUTES OF THE DEVELOPMENT COMMITTEE
December 2, 2016

Attendees:
Tom Niemann, Chair
Anthony Scott, CEO
Bo Glenn, Commissioner
Dan Hudgins, Commissioner
Larry D. Yon, II, Commissioner
Eric Pristell, The Banks Law Firm
Sherrod Banks, The Banks Law Firm
Elvert Dorsey, Director of Resident Services
Meredith J. Daye, Director of Development
Brenda Tillman, Program Specialist
Jonathan Blum, Interim Chief Financial Officer
Zelda Everson, Executive Assistant
Rhae Parkes, EJP Consulting Group
Nina Liou, EJP Consulting Group

The meeting was called to order by Tom Niemann at 12:00 p.m.

Public Comments:
None

Approval of October Committee Meeting Minutes
Minutes from the November meeting were brought to the Board for their review and approval. Meeting minutes were approved by the Development Committee. Mr. Glenn requested that the minutes be sent out with the agenda moving forward.

Chief Executive Officer Strategic Planning Committee Meetings with Community Stakeholders
Mr. Scott spoke briefly regarding meetings with City officials, faith based organizations, and the Chamber of Commerce to discuss the agency’s strategic plan. Commissioners Niemann, Yon, and Hudgins commented on how positive the meetings were and how various organizations are interested in working with the agency.

Mr. Scott also introduced representatives from EJP Consulting Group, a development firm, who will be working with the agency on development and other agency projects. Mr. Scott provided a brief overview about EJP and the services they provide to housing authorities. Ms. Zelda Everson, the new Executive Assistant was also introduced to the Committee by Mr. Scott.

Goley Pointe

Update on Closeout Negotiations with Attorney for the Surety/Bonding Company
The Satterfield lawsuit has been settled; and the Banks Law Firm is working with Surety/Bonding company on their claim and closeout. A meeting will be scheduled with the Attorney for Surety/Bonding company to discuss the lawsuit.
A Ribbon Cutting is being planned for December 14th at 11:00 a.m. Mr. Hudgins suggested that both City and County Commissioners be invited.

**Leasing Update** - Seventeen units are leased with three vacancies. Two of the vacant units are in the pre-leasing stage. Nine of the twelve homeless units are leased. The goal is to have all units leased up before the Holidays.

**Rental Assistance Demonstration**

**Morreene Road – Status of FHA Loan Application Resubmission**
The agency received a grant from the City of Durham to clear the deficit and reimbursable expenses owed to the Central Office Cost Center, as well pre-fund DVI through December 31, 2016.

Mr. Scott discussed switching the current lender, Hunt Mortgage to Prudential. Prudential is currently the lender for Damar Court. The Banks Law Firm is reviewing the engagement letter with Hunt to determine what actions are required to terminate the agreement. The goal is to make a decision regarding the lender before the end of December. Per Mr. Scott, the change is being considered because Hunt Mortgage seems to be more conservative in its approach on resubmitting Morreene Road in comparison to Prudential on Damar Court.

The swap reallocation request and increased bond volume of $1M has been submitted to the North Carolina Housing Finance Agency (NCHFA). The responses to initial questions have been provided.

**Damar Court – Status of FHA Loan Application Resubmission** –
Per Ms. Daye, resubmission of the loan application is in queue behind Morreene Road. The agency may explore accelerating the Damar Court project (ahead of Morreene).

The swap allocation request has been submitted to the NCHFA, no feedback has been received.

**Club Boulevard - Submission of 2017 (9%) Preliminary Tax Credit Application**
The agency will submit a 2017 9% preliminary tax credit application for the development. The architect, O'Brien Architecture, involved with the previous application will be re-engaged. The architectural design previously submitted will be used for the new application. Deficiencies from the previous application will be addressed as well as ways to maximize points on the application. The development consultant, EJP, will be working with DVI on the tax credit application as well. Mr. Banks stressed that 9% tax credits are very competitive and the development/area is currently not an ideal project for a 9%.

**Edgemont Elms**
No Update

**HOPE VI Sites: Morning Glory, Calvert Place, Main Street Townhomes, & Holman Homes**
No Update

**CHAPS for Remaining Developments: McDougald Terrace, Scattered Sites, Cornwallis Road, Hoover Road, JJ Henderson, Oxford Manor, Forest Hill Heights, and Laurel Oaks**
No Update
Preiss Steele Place

RPP Loan Closing In Progress
DVI closed on the RPP Loan in November and received the remaining $250,000, and after expenses were deducted, DVI expects to net approximately $111,000. The $111,000 will be transferred to COCC.

Leasing Update
There are currently eight vacancies, of which two are due to deaths and one unit has a plumbing problem. Five of the units considered for leasing are tied into the Targeting Plan and are in the pre-leasing stage. Mr. Niemann expressed concern regarding the number of vacancies as it relates to the budget for the development, since the budget was based on a 98% occupancy rate.

HOPE VI – Few Gardens (close out)
No Update

Other

Campus Fayette
A Notice of Default letter was delivered to the owner, of which a copy was distributed at the meeting. No response has been received per Mr. Scott. Per Eric Pristell, the owner has sixty (60) days to respond.

Other
DVI received the commitment letter from Mechanics & Farmers, and an appraisal of Edgemont Elms is underway. There was a brief discussion regarding the loan terms for the development.

According to the contract for the grant funds received from the City, monthly budget reports are required beginning in February 2017.

Adjourn
There being no further business, the meeting was adjourned at approximately 1:00 p.m. The next committee meeting is scheduled for Thursday, January 12th, at 12:00 p.m.

Respectfully submitted,

Meredith J. Daye
MINUTES OF THE DEVELOPMENT COMMITTEE
November 3, 2016

Attendees:
Tom Niemann, Chair
Anthony Scott, CEO
Bo Glenn, Commissioner
Eric Pristell, Banks Law Firm
Elvert Dorsey, Director of Resident Services
Meredith J. Daye, Director of Development
Brenda Tillman, Program Specialist
Pamela Davis, Senior Property Manager
Jonathan Blum, Interim Chief Financial Officer

The meeting was called to order by Tom Niemann at 12:01 p.m.

Public Comments:
None

Approval of October Committee Meeting Minutes
Minutes from the October meeting were brought to the Board for their review and approval. The October meeting minutes were approved by the Development Committee.

Goley Pointe

Update on Closeout Negotiations with Attorney for the Surety/Bonding Company
DVI received a claim in the amount of $63,105 from the bonding company/Aegis alleging the costs for items not included, in the Scope of Work. A copy of the claim was distributed to all attendees. Some of the items will be submitted to the architect to provide a response. Also, the Architect submitted notification that it may bill DVI for site visits exceeding the quantity included in its base contract amount. A copy of information was provided to meeting attendees. DVI will respond to the architect’s claims after he has provided responses to the design issues listed in the claim from Aegis.

Satterfield Paving, Inc.’s lawsuit against Blue Ridge Enterprises for non-payment of services provided to the general contractor is proceeding. Satterfield’s attorney has submitted a discovery request, and meeting is scheduled November 4, 2016 with The Banks Law Firm and the Director of Development to discuss the request.
**Leasing Update**

The current occupancy rate is 70% with 14 units leased. Per the Senior Property manager, two units are waiting for inspections by the Housing Choice Voucher Program, one application is waiting on her approval, and files are being processed for the remaining units. Mr. Niemann inquired whether or not all of the units will be filled by the next Development Committee meeting. Mr. Glenn stated that an update should be provided to the HSAC Committee and City officials when all of the homeless units have been leased. Mr. Scott stated that he would like to have a Ribbon Cutting Ceremony before the end of the year.

**Rental Assistance Demonstration**

**Morreene Road & Damar Court**

The Director of Development has re-engaged with the lender about the timeline for resubmission of the FHA application since the City has approved grant funds to correct the audit finding. There are several other items that must be addressed before moving forward with the project and are inclusive of: the Agency’s capacity concerning staffing, financial resources, construction management for administering two FHA insured projects simultaneously, as well as resolving the audit findings of the Housing Choice Voucher Program. Weekly conference calls are forthcoming with lenders and investors.

Additionally, a request was submitted to the North Carolina Housing Finance Agency (NCHFA) for reallocation of the 2016 bond volume award for 2017 bond volume cap, as well as increasing the bond volume cap by $1M to finance the project.

**Club Boulevard**

There was a brief discussion regarding global planning for redevelopment of all developments via RAD.

**Oldham Towers/Liberty Street**

There was a brief discussion, by Mr. Glenn, regarding collaborating with the City to redevelop these sites since the redevelopment will encompass the revitalization of the surrounding area. Mr. Glenn also discussed engaging the local firm that hosts design charrettes to obtain community and stakeholder input.

**Edgemont Elms – No Update**

**HOPE VI Sites: Morning Glory, Calvert Place, Main Street Townhomes, & Holman Homes**

The Community Builders is currently working with the RAD Transaction Manager to resolve some issues regarding conversion of the sites which include financial feasibility and property management.

**Preiss Steele Place**

**RPP Loan Closing In Progress:**

Staff is working to close the RPP loan by Thanksgiving. There was a brief discussion regarding the balance remaining after all expenses are paid/reimbursed from the remaining funds ($250K) which include: Consultant fees, balance on the Yadkin Bank line of credit, and reimbursements to DHA’s Central Office Cost Center.
**Leasing Update**
There are currently six vacancies, five one-bedroom and one two-bedroom apartments. Two of the units have plumbing issues which are being addressed. Mr. Niemann inquired regarding the length of time that units have been vacant in which Mrs. Davis responded that they were working on applicants from the Targeting Plan. Mrs. Davis also stated that four applicants have been identified. Mr. Niemann stated that we should try to expedite the process.

**HOPE VI – Few Gardens (close out) – No Update**

**Other**

**DVI Funding Request to the City of Durham**
There was brief discussion regarding approval of the $1.19M grant funds from the City. Mr. Pristell talked about the reporting process as outlined in the agreement and suggested that a narrative, spreadsheet, and responses regarding outcomes be provided as part of the report. Mr. Glenn also suggested reporting on the status of the line of credit with Mechanics & Farmers Bank. Mr. Scott stated he would like to prepare a format for the City reporting that is easier and flows better than DHA’s standard reports so a lot of explanation is not required when the reports are submitted.

**Development Consultant – EJP Consulting Group**
A kick-off call was held with the Development Consultant on 10/2/16 in which priorities were discussed. The current priorities are: (1) Morreene/Damar; (2) a re-evaluation of the RAD portfolio conversion plan to determine if the agency still wishes to convert the entire portfolio; (3) Club Boulevard – reapplying for tax credits in 2017; and, (4) Oldham Towers and Liberty Street.

**Campus Fayette**
A Notice of Default letter was delivered to the owner, of which a copy was distributed at the meeting. The notice outlined the terms of the agreement as well as provided the timeframe that the owner must cure the defaults.

**Adjourn**
There being no further business, the meeting was adjourned at approximately 1:19 p.m. The next committee meeting is scheduled for Thursday, December 1st, at 12:00 p.m.

Respectfully submitted,

Meredith Daye
Finance Committee
Finance Committee

Thursday, January 19, 2017  3:30 pm

Boardroom
DHA Main Office
330 East Main Street
Durham, NC

Agenda

1. Call to Order
2. Approval of Minutes
3. 2016 Year-End / 2017 Start Up Work Plan
4. Other Items
   - Local Government Commission
5. Adjourn
Durham Housing Authority
Durham, NC

MINUTES OF THE FINANCE COMMITTEE
December 14, 2016

Attendees: George Quick, Chair
Daniel Hudgins, Board Member
Robert "Bo" Glenn, Board Member
Gloria Nottingham, Board Member
Anthony Scott, Chief Executive Officer
Jonathan Blum, Interim Chief Financial Officer
Meredith Daye, Director of Development
Denita Johnson, HCVP Director
Elvert Dorsey, Resident Services Director
Pamela Davis, Senior Property Manager
Gay Crabtree, Senior Accountant
Eric Pristell, Attorney

1. The meeting was called to order by George Quick at 3:35 p.m. The minutes of the meeting held November 9, 2016 were read and approved.

2. Agenda items

      The financials for November were presented with Mr. Blum mentioning that the city funding for DHA/DVI was received the first part of December.

   b. Board Resolution: Capitalization and Depreciation Policy
      The resolution approving a capital asset depreciation policy was reviewed noting that the main change to the existing policy incorporated a “half-year depreciation” convention method due to an audit recommendation. The resolution will be approved at the board meeting next week.

   c. 2017 Operating Budget
      Mr. Scott and Mr. Blum gave a 2017 budget overview, reviewing the process of the budget cycle to include input by staff and residents. The 2017 budget is primarily flat based on last years' actuals with a few changes in staffing. Discussion was held concerning resident services’ activities, IT review, potential health care cost increases and why so many residents end up in court each month because of late rent payments. Salary increases have not yet been factored into the budget, but are being considered at mid-year with a bonus structure being explored. In-house legal counsel is not reflected in this budget, but discussion was held concerning reducing legal costs.
d. Other Items

A meeting will be set up next week with the Local Government Commission to discuss the 2015 audit. LGC concerns need to be addressed in a letter as to the audit findings and what we have done to insure the findings will not be repeated.

The next meeting will be held on January 18, 2016 at 3:30pm.

There being no further business, the meeting was adjourned at approximately 5:30 p.m.

Respectfully submitted,

Gay Crabtree
Durham Housing Authority
Durham, NC

MINUTES OF THE FINANCE COMMITTEE
November 9, 2016

Attendees:  George Quick, Chair
            Daniel Hudgins, Board Member
            Robert “Bo” Glenn, Board Member
            Anthony Scott, Chief Executive Officer
            Jonathan Blum, Interim Chief Financial Officer
            Meredith Daye, Director of Development
            Gay Crabtree, Senior Accountant
            Eric Pristell, Attorney

1. The meeting was called to order by George Quick at 3:40 p.m. The minutes of the meeting held October 19, 2016 were read and approved.

2. Agenda items

   a. 2017 Budget - Overview
       Mr. Scott referred the committee to the draft budget summary which currently indicates a surplus of $400,000+. Upgrading DHA’s existing computer software and salary increases were discussed as potential uses of the surplus. Mr. Blum then reviewed the major assumptions in the 2017 budget draft and the changes from 2016. Mr. Scott cautioned the numbers are preliminary and he will be reviewing with senior staff the individual budgets in the weeks ahead. Discussion was held concerning cost of living raises vs merit increases (or a combination of the two), a salary comparability study possibly for next year and concern over possible health insurance premium increases for 2017.

   b. City Funding Update
       Mr. Scott updated the committee on the funding request approved by the city last week. Staff is working through the process to possibly have the funds in the bank by the end of next week. Discussion was held concerning how the city should be represented on the Finance Committee. It was decided that several of the commissioners and the attorney will meet with Steve Schewel to discuss how best to have the city involved in the Finance Committee.

   c. Other Items
       Bo Glenn mentioned including Lincoln Apartments in the strategic plan. Meredith Daye reviewed the status of the line of credit request with M&F Bank. George Quick agreed to follow up with M&F Bank staff and request a commitment letter. HUD is willing to come on site to review the backup for
the OIG audit for ineligible procurements to see if they can recommend any reduction to the balance owed. Discussion was held on insuring we monitor on a monthly basis the corrective actions highlighted in the 2015 audit. George Quick discussed visiting the LGC to review prior audit findings with the Interim CFO. Meredith Daye discussed a possible open house for Goley Pointe in December.

The next meeting will be held on December 14, 2016 at 3:30pm.

There being no further business, the meeting was adjourned at approximately 4:45 p.m.

Respectfully submitted,

Gay Crabtree
# DHA 2016 Year-End / 2017 Start Up

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<tr>
<th>ACTIVITY</th>
<th>PLAN START</th>
<th>PLAN FINISH</th>
<th>PERCENT COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>December Month-end close</td>
<td>1-Jan</td>
<td>6-Jan</td>
<td>95%</td>
</tr>
<tr>
<td>Prepare for PSP LLC Audit</td>
<td>1-Jan</td>
<td>17-Jan</td>
<td>96%</td>
</tr>
<tr>
<td>Year-end Reporting - IRS</td>
<td>1-Jan</td>
<td>31-Jan</td>
<td>38%</td>
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<td>Year-end close - 2016</td>
<td>1-Jan</td>
<td>31-Jan</td>
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<td>Enter Final VMS 2016 numbers</td>
<td>1-Jan</td>
<td>20-Jan</td>
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<tr>
<td>Operating Subsidy forms HUD-52722,52723</td>
<td>13-Jan</td>
<td>17-Feb</td>
<td>64%</td>
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<tr>
<td>Prepare and Input Financial Data Schedule</td>
<td>1-Feb</td>
<td>28-Feb</td>
<td>11%</td>
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<tr>
<td>Prepare for and complete DHA Audit</td>
<td>17-Feb</td>
<td>30-Jun</td>
<td>0%</td>
</tr>
<tr>
<td>2017 Budget numbers entered into Tenmast</td>
<td>23-Jan</td>
<td>10-Feb</td>
<td>0%</td>
</tr>
<tr>
<td>Year-end Unaudited Financial Report - 2016</td>
<td>1-Feb</td>
<td>8-Feb</td>
<td>0%</td>
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<tr>
<td>January 2017 Month-end close</td>
<td>1-Feb</td>
<td>6-Feb</td>
<td></td>
</tr>
<tr>
<td>January 2017 Financial Report</td>
<td>1-Feb</td>
<td>8-Feb</td>
<td></td>
</tr>
</tbody>
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**Reporting Requirements in addition to FDS:**

1) Mechanics and Farmers - Edgemont Elms year-end unaudited reports, rent roll and 2017 budget - 1/31/2017
2) City of Durham - Year-end unaudited reports - due within 60 days of end of quarter
3) US Department of Labor Payroll Report due by 1/31/17
4) Semi-Annual Cash Balance Report due to State Treasurer - January 25th
5) Annual billing to TCB for resident council fees and adm fees
6) PSP LLC reporting due 2/28/17 from auditors
7) Final report due to HUD for ROSS grant and FSS grant by 1/30/17
8) Copies of all 12 months of OIG entries to HUD - Richard Baker
<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>PLAN START</th>
<th>PLAN FINISH</th>
<th>PERCENT COMPLETE</th>
</tr>
</thead>
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<tr>
<td>Technical Services calculated/input</td>
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<td>100%</td>
</tr>
<tr>
<td>Copier usage calculated/input</td>
<td>1-Jan</td>
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<td>100%</td>
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<tr>
<td>Postage usage recorded for month</td>
<td>1-Jan</td>
<td>9-Jan</td>
<td>100%</td>
</tr>
<tr>
<td>Prepaid insurance recorded (W/C,Flood,Prop,Liab,Auto)</td>
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<td>9-Jan</td>
<td>100%</td>
</tr>
<tr>
<td>Management fees calculated and recorded</td>
<td>1-Jan</td>
<td>9-Jan</td>
<td>100%</td>
</tr>
<tr>
<td>Resident Services' fees calculated/recorded</td>
<td>1-Jan</td>
<td>9-Jan</td>
<td>100%</td>
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<tr>
<td>Compliance Fees calculated/recorded</td>
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<td>9-Jan</td>
<td>100%</td>
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<tr>
<td>Post consumable inventory to G/L</td>
<td>1-Jan</td>
<td>9-Jan</td>
<td>100%</td>
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<td>Complete bank reconciliations</td>
<td>1-Jan</td>
<td>9-Jan</td>
<td>100%</td>
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<tr>
<td>Overtime pay distribution - TS</td>
<td>1-Jan</td>
<td>9-Jan</td>
<td>100%</td>
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<tr>
<td>FSS escrow/interest PH/HCV</td>
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<tr>
<td>Prepaid rent calculation and record</td>
<td>1-Jan</td>
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<tr>
<td>OIG JE posted</td>
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<td>100%</td>
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<tr>
<td>Accrue Interest - PSPH</td>
<td>1-Jan</td>
<td>9-Jan</td>
<td>100%</td>
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<tr>
<td>Payroll/benefits calculated and entered</td>
<td>1-Jan</td>
<td>9-Jan</td>
<td>100%</td>
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<tr>
<td>OBL/EXP report CFP completed and entered in eLoccs</td>
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<td>15-Jan</td>
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<tr>
<td>VMS calculated, entered and submitted</td>
<td>9-Jan</td>
<td>20-Jan</td>
<td>18% Waiting on HCV</td>
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# PSP LLC Audit

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<th>Activity</th>
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<th>Plan Finish</th>
<th>Percent Complete</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
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<td>Cash account summary, reconciliations, stmts</td>
<td>1-Jan</td>
<td>17-Jan</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Replacement reserve additions/usage</td>
<td>1-Jan</td>
<td>17-Jan</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Prepaid insurance register/copies of insurance coverage</td>
<td>1-Jan</td>
<td>17-Jan</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Accrued Interest Calculations for PSPH Inc</td>
<td>1-Jan</td>
<td>17-Jan</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Mortgage Payment detail/amortization schedules</td>
<td>1-Jan</td>
<td>17-Jan</td>
<td>100%</td>
<td>Used agreement for City payment. City still reviewing</td>
</tr>
<tr>
<td>A/P and A/R aging</td>
<td>1-Jan</td>
<td>17-Jan</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Accrued salary detail</td>
<td>1-Jan</td>
<td>17-Jan</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Accrued compensated absences detail</td>
<td>1-Jan</td>
<td>20-Jan</td>
<td>50%</td>
<td>HR has provided information</td>
</tr>
<tr>
<td>Management Fees paid and calculations</td>
<td>1-Jan</td>
<td>17-Jan</td>
<td>100%</td>
<td>Requesting auditor's assistance</td>
</tr>
<tr>
<td>Gross Potential Rent/Vacancy Loss Calculations</td>
<td>1-Jan</td>
<td>17-Jan</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Audit Confirmations (Banks and Loans)</td>
<td>1-Jan</td>
<td>17-Jan</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Trial Balance</td>
<td>1-Jan</td>
<td>17-Jan</td>
<td>100%</td>
<td>Additional accruals possible - Auditors are aware</td>
</tr>
<tr>
<td>Detailed General Ledger in excel</td>
<td>1-Jan</td>
<td>17-Jan</td>
<td>100%</td>
<td>Additional accruals possible - Auditors are aware</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>96%</td>
<td></td>
</tr>
</tbody>
</table>
## DHA 2016 YE - IRS 1099s

<table>
<thead>
<tr>
<th>Activity</th>
<th>Plan Start</th>
<th>Plan Finish</th>
<th>Percent Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order 1099 Forms - (2000 for vendors/landlords)</td>
<td>1-Jan</td>
<td>13-Jan</td>
<td>100%</td>
</tr>
<tr>
<td>Prepare 1099 pre-list in Tenmast and review</td>
<td>10-Jan</td>
<td>23-Jan</td>
<td>50%</td>
</tr>
<tr>
<td>Check any new vendors with IRS matching</td>
<td>10-Jan</td>
<td>20-Jan</td>
<td>75%</td>
</tr>
<tr>
<td>Print and mail 1099 forms to vendors/landlords</td>
<td>23-Jan</td>
<td>31-Jan</td>
<td>0%</td>
</tr>
<tr>
<td>Create file in Tenmast to upload to IRS</td>
<td>23-Jan</td>
<td>31-Jan</td>
<td>0%</td>
</tr>
<tr>
<td>Log in to IRS FIRE website to upload file</td>
<td>23-Jan</td>
<td>31-Jan</td>
<td>38%</td>
</tr>
<tr>
<td>ACTIVITY</td>
<td>PLAN START</td>
<td>PLAN FINISH</td>
<td>PERCENT COMPLETE</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>------------</td>
<td>-------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Update FSS escrow ledgers for PH and enter JVs-reconcile bank acct/liability</td>
<td>31-Dec</td>
<td>31-Dec</td>
<td>100%</td>
</tr>
<tr>
<td>Update FSS escrow ledgers for HCV and enter JVs-reconcile bank acct/liability</td>
<td>31-Dec</td>
<td>31-Dec</td>
<td>100%</td>
</tr>
<tr>
<td>Review security deposits for PH/AH and adjust cash/liability</td>
<td>31-Dec</td>
<td>31-Dec</td>
<td>100%</td>
</tr>
<tr>
<td>Reconcile payroll w/holding liabilities (2117 accounts)</td>
<td>31-Dec</td>
<td>31-Dec</td>
<td>100%</td>
</tr>
<tr>
<td>Calculate Hope 6 note receivable Interest and record</td>
<td>9-Jan</td>
<td>31-Jan</td>
<td>0%</td>
</tr>
<tr>
<td>Prepare summary of management fees for auditors</td>
<td>9-Jan</td>
<td>31-Jan</td>
<td>75%</td>
</tr>
<tr>
<td>Review all misc receivables/payables and document</td>
<td>9-Jan</td>
<td>31-Jan</td>
<td>75%</td>
</tr>
<tr>
<td>Prepare mortgage spreadsheets and record accrued interest/current liabilities</td>
<td>9-Jan</td>
<td>31-Jan</td>
<td>90%</td>
</tr>
<tr>
<td>Pre-paid insurance - prepare spreadsheet</td>
<td>9-Jan</td>
<td>31-Jan</td>
<td>100%</td>
</tr>
<tr>
<td>Review all FDS numbers in G/L</td>
<td>23-Jan</td>
<td>31-Jan</td>
<td>0%</td>
</tr>
<tr>
<td>Enter accrued salary/FICA JV for last week in Dec (10 days)</td>
<td>31-Dec</td>
<td>11-Jan</td>
<td>100%</td>
</tr>
<tr>
<td>Finalize all cash reconciliations and prepare summary sheet for auditors</td>
<td>31-Dec</td>
<td>20-Jan</td>
<td>90%</td>
</tr>
<tr>
<td>Prepare eLoocs spreadsheets and balance to G/L</td>
<td>31-Dec</td>
<td>11-Jan</td>
<td>100%</td>
</tr>
<tr>
<td>Prepare request for HCV interest due to HUD</td>
<td>23-Jan</td>
<td>31-Jan</td>
<td>0%</td>
</tr>
<tr>
<td>Reconcile HAP and Adm Fee equity</td>
<td>9-Jan</td>
<td>31-Jan</td>
<td>90%</td>
</tr>
<tr>
<td>Prepare semi-annual cash balance report for State Treasurer's office</td>
<td>9-Jan</td>
<td>25-Jan</td>
<td>75%</td>
</tr>
<tr>
<td>Update Fraud spreadsheets (HCV and PH) and complete journal vouchers</td>
<td>23-Jan</td>
<td>31-Jan</td>
<td>0%</td>
</tr>
<tr>
<td>Complete compensated absences/FICA and enter JV (dependent on HR)</td>
<td>1-Jan</td>
<td>31-Jan</td>
<td>50%</td>
</tr>
<tr>
<td>Update Capital Assets spreadsheet and calculate depreciation for all programs</td>
<td>9-Jan</td>
<td>31-Jan</td>
<td>50%</td>
</tr>
<tr>
<td>Record depreciation and balance spreadsheet to g/l</td>
<td>23-Jan</td>
<td>31-Jan</td>
<td>0%</td>
</tr>
<tr>
<td>Schedule of advances/year end a/r related to grants other than HUD</td>
<td>23-Jan</td>
<td>31-Jan</td>
<td>0%</td>
</tr>
<tr>
<td>Schedule of advances/year end a/r related to HUD grants</td>
<td>23-Jan</td>
<td>31-Jan</td>
<td>0%</td>
</tr>
<tr>
<td>Enter collection loss w/offs for Nov/Dec manually</td>
<td>25-Jan</td>
<td>31-Jan</td>
<td>0%</td>
</tr>
<tr>
<td>Complete PILOT calculation and enter JV</td>
<td>23-Jan</td>
<td>31-Jan</td>
<td>0%</td>
</tr>
<tr>
<td>Accounts payable listing - must match 2111 account</td>
<td>9-Jan</td>
<td>31-Jan</td>
<td>50%</td>
</tr>
<tr>
<td>Prepare allowance for Doubtful accounts</td>
<td>23-Jan</td>
<td>31-Jan</td>
<td>0%</td>
</tr>
</tbody>
</table>

52%
2016 Final VMS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>PLAN START</th>
<th>PLAN FINISH</th>
<th>PERCENT COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare VMS backup for financial data - Dec 2016</td>
<td>1-Jan</td>
<td>20-Jan</td>
<td>90%</td>
</tr>
<tr>
<td>HCV provide other backup for VMS - Dec 2016</td>
<td>17-Jan</td>
<td>20-Jan</td>
<td>0%</td>
</tr>
<tr>
<td>HCV provide other backup for VMS - changes to other months 2016</td>
<td>17-Jan</td>
<td>20-Jan</td>
<td>0%</td>
</tr>
<tr>
<td>Enter VMS data into REAC website</td>
<td>17-Jan</td>
<td>20-Jan</td>
<td>0%</td>
</tr>
<tr>
<td>Download spreadsheet for 12 month period for auditors</td>
<td>28-Feb</td>
<td>28-Feb</td>
<td>0%</td>
</tr>
</tbody>
</table>

*NPJ/NJP will still need to be revised at close out.*
## 2017 Operating Subsidy

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>PLAN START</th>
<th>PLAN FINISH</th>
<th>PERCENT COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare Utility Spreadsheets for consumption/exp</td>
<td>1-Oct</td>
<td>31-Dec</td>
<td>100%</td>
</tr>
<tr>
<td>Download templates for HUD 52722,52723</td>
<td>13-Jan</td>
<td>17-Jan</td>
<td>100%</td>
</tr>
<tr>
<td>Set up templates for NC013</td>
<td>13-Jan</td>
<td>17-Jan</td>
<td>100%</td>
</tr>
<tr>
<td>Contact TCB for necessary information for amps 16,28,29,30</td>
<td>13-Jan</td>
<td>17-Jan</td>
<td>100%</td>
</tr>
<tr>
<td>Prepare spreadsheets for EE and WS for rental income/utilities</td>
<td>13-Jan</td>
<td>31-Jan</td>
<td>0%</td>
</tr>
<tr>
<td>HUD 52723 Line 15 Column B - open each amp &amp; document</td>
<td>13-Jan</td>
<td>7-Feb</td>
<td>100%</td>
</tr>
<tr>
<td>HUD 52722 - Complete each amp with utility data &amp; document PUM</td>
<td>13-Jan</td>
<td>17-Feb</td>
<td>80%</td>
</tr>
<tr>
<td>HUD 52723 - Complete each amp with PUM-utility</td>
<td>13-Jan</td>
<td>17-Feb</td>
<td>0%</td>
</tr>
<tr>
<td>HUD 52723 - Document each amp - subsidy total</td>
<td>13-Jan</td>
<td>17-Feb</td>
<td>0%</td>
</tr>
</tbody>
</table>
# 2016 Financial Data Schedule

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>PLAN START</th>
<th>PLAN FINISH</th>
<th>PERCENT COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create 2016 FDS on HUD's REAC website</td>
<td>1-Jan 31-Jan</td>
<td>31-Jan</td>
<td>100%</td>
</tr>
<tr>
<td>Download template for submission and set up for DHA</td>
<td>1-Jan 31-Jan</td>
<td>31-Jan</td>
<td>100%</td>
</tr>
<tr>
<td>Compile spreadsheet for component units - bs/ie</td>
<td>1-Feb 28-Feb</td>
<td>28-Feb</td>
<td>0%</td>
</tr>
<tr>
<td>Compile CFP spreadsheet for integration into AMPS</td>
<td>1-Feb 28-Feb</td>
<td>28-Feb</td>
<td>0%</td>
</tr>
<tr>
<td>Enter detail for 20 amps in template and balance insuring each fund closes properly and g/l matches FDS template</td>
<td>1-Feb 28-Feb</td>
<td>28-Feb</td>
<td>0%</td>
</tr>
<tr>
<td>Enter detail for all other programs directly into FDS</td>
<td>1-Feb 28-Feb</td>
<td>28-Feb</td>
<td>0%</td>
</tr>
<tr>
<td>Prepare spreadsheet for amp cash reserves for possible interproject transfers</td>
<td>1-Feb 28-Feb</td>
<td>28-Feb</td>
<td>0%</td>
</tr>
<tr>
<td>Validate all amps and programs within the FDS</td>
<td>1-Feb 28-Feb</td>
<td>28-Feb</td>
<td>0%</td>
</tr>
<tr>
<td>Run edit flags and write explanations for any variances and upload</td>
<td>1-Feb 28-Feb</td>
<td>28-Feb</td>
<td>11%</td>
</tr>
<tr>
<td>ACTIVITY</td>
<td>PLAN START</td>
<td>PLAN FINISH</td>
<td>PERCENT COMPLETE</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>------------</td>
<td>-------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Auditors update work plan for FY2016</td>
<td>1-Feb</td>
<td>17-Feb</td>
<td>0%</td>
</tr>
<tr>
<td>Single audit compliance testing</td>
<td>13-Mar</td>
<td>17-Mar</td>
<td>0%</td>
</tr>
<tr>
<td>Internal control and financial audit</td>
<td>3-Apr</td>
<td>7-Apr</td>
<td>0%</td>
</tr>
<tr>
<td>Complete audit</td>
<td>13-Mar</td>
<td>30-Jun</td>
<td>0%</td>
</tr>
</tbody>
</table>
# 2017 Budget - Tenmast

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>PLAN START</th>
<th>PLAN FINISH</th>
<th>PERCENT COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add budget record for each individual budget</td>
<td>23-Jan</td>
<td>8-Feb</td>
<td>0%</td>
</tr>
<tr>
<td>Verify distribution schemes</td>
<td>1-Jan</td>
<td>31-Jan</td>
<td>100%</td>
</tr>
<tr>
<td>Enter all budget numbers into Tenmast</td>
<td>23-Jan</td>
<td>8-Feb</td>
<td>0%</td>
</tr>
<tr>
<td>Balance each individual budget</td>
<td>23-Jan</td>
<td>8-Feb</td>
<td>0%</td>
</tr>
<tr>
<td>Process each budget to move to general ledger</td>
<td>23-Jan</td>
<td>10-Feb</td>
<td>11%</td>
</tr>
</tbody>
</table>
DURHAM HOUSING AUTHORITY
Budget v. Actual Report
Housing Choice Voucher Program - City Grant Funding
For the period ending December 31, 2016

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Y-T-D Actual</th>
<th>Budget</th>
<th>(Actual/Budget)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Grant</td>
<td>220,260</td>
<td>220,260</td>
<td>100%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>220,260</td>
<td>220,260</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Y-T-D Actual</th>
<th>Budget</th>
<th>(Actual/Budget)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAHRO HQS Inspections Training</td>
<td>7,483</td>
<td>9,000</td>
<td>83%</td>
</tr>
<tr>
<td>Postage</td>
<td>-</td>
<td>1,000</td>
<td>0%</td>
</tr>
<tr>
<td>HCVP waiting list opening advertising fee</td>
<td>1,018</td>
<td>2,000</td>
<td>51%</td>
</tr>
<tr>
<td>Printing</td>
<td>-</td>
<td>1,000</td>
<td>0%</td>
</tr>
<tr>
<td>Consultant-Waiting List Mngt/Technician</td>
<td>74,250</td>
<td>77,460</td>
<td>96%</td>
</tr>
<tr>
<td>HCVP Waiting List Application How-to video</td>
<td>-</td>
<td>5,000</td>
<td>0%</td>
</tr>
<tr>
<td>Inspections-contracted services</td>
<td>23,811</td>
<td>54,000</td>
<td>44%</td>
</tr>
<tr>
<td>Tenmast Online Application</td>
<td>-</td>
<td>1,000</td>
<td>0%</td>
</tr>
<tr>
<td>DHA Website Maintenance</td>
<td>4,965</td>
<td>3,000</td>
<td>166%</td>
</tr>
<tr>
<td>Integration with inspection service</td>
<td>200</td>
<td>500</td>
<td>40%</td>
</tr>
<tr>
<td>HCVP Integrated Document Imaging</td>
<td>-</td>
<td>35,000</td>
<td>0%</td>
</tr>
<tr>
<td>Handheld Samsung Galaxy Inspections</td>
<td>3,471</td>
<td>3,800</td>
<td>91%</td>
</tr>
<tr>
<td>Lobby Kiosks</td>
<td>-</td>
<td>2,500</td>
<td>0%</td>
</tr>
<tr>
<td>Technology Enhancements PCs/scanners</td>
<td>-</td>
<td>25,000</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>115,198</strong></td>
<td><strong>220,260</strong></td>
<td><strong>52%</strong></td>
</tr>
</tbody>
</table>

Grant Funds Remaining: 105,062
### Pre-funding Request for Affordable Housing Development Projects

**Budget vs Actual Report**  
September 1, 2016 - December 30, 2016

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Budget</th>
<th>Sep-16</th>
<th>Oct-16</th>
<th>Nov-16</th>
<th>Dec-16</th>
<th>Expended</th>
<th>Total</th>
<th>(Over)/Under</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Staffing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$ 92,000</td>
<td>$ 30,449</td>
<td>$ 20,362</td>
<td>$ 20,148</td>
<td>$ 21,355</td>
<td>$ 92,312</td>
<td>$ 92,312</td>
<td>(312)</td>
</tr>
<tr>
<td>Benefits</td>
<td>$ 33,120</td>
<td>$ 8,741</td>
<td>$ 6,639</td>
<td>$ 6,671</td>
<td>$ 6,702</td>
<td>$ 28,253</td>
<td>$ 4,867</td>
<td>(4,867)</td>
</tr>
<tr>
<td><strong>Other Administrative</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Interest Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water/Sewer</td>
<td>$ 180</td>
<td>$ 13</td>
<td>$ 13</td>
<td>$ 16</td>
<td>$ 14</td>
<td>$ 56</td>
<td>$ 124</td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td>$ 1,072</td>
<td>$ 517</td>
<td>$ 439</td>
<td>$ 287</td>
<td>$ 291</td>
<td>$ 1,534</td>
<td>$ 462</td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td>$ 536</td>
<td>$ 7</td>
<td>$ 7</td>
<td>$ 20</td>
<td>$ 60</td>
<td>$ 94</td>
<td>$ 442</td>
<td></td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td>$ 5,208</td>
<td>$ 651</td>
<td>$ 651</td>
<td>$ 651</td>
<td>$ 651</td>
<td>$ 2,603</td>
<td>$ 2,605</td>
<td></td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update 3rd party reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 3,574</td>
<td></td>
</tr>
<tr>
<td><strong>Professional Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAD Physical Needs Assessment</td>
<td>$ 84,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 84,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appraisal</td>
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<td>The Banks Law Firm</td>
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<td>$ 12,673</td>
<td>$ 7,651</td>
<td>$ 11,334</td>
<td>$ 3,501</td>
<td>$ 35,159</td>
<td>$ (27,159)</td>
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<tr>
<td><strong>Totals</strong></td>
<td>$ 389,783</td>
<td>$ 56,194</td>
<td>$ 41,428</td>
<td>$ 47,060</td>
<td>$ 36,854</td>
<td>$ 181,536</td>
<td>$ 208,247</td>
<td></td>
</tr>
</tbody>
</table>

Transfer funds back to DHA to cover costs minus legal expense still in question - $ 146,377
Resident Services Committee
Durham Housing Authority  
Durham, NC  

MINUTES OF THE RESIDENT SERVICES COMMITTEE  

January 19, 2017  

Attendees:  
Gloria Nottingham, Committee Chair  
Anthony Scott, CEO  
Daniel Hudgins, Chairperson DHA Board of Commissioners  
Bo Glenn, DHA Board of Commissioners  
Elvert Dorsey, Director of Resident Services  
Melvin Green, Resident Services Program Manager  
Tammy Jacobs, Resident Services Youth and Education Program Manager  
Seanyea Rains, FSS Coordinator  
Charles Lyon, Safety Coordinator  
Pam Davis, Senior Property Manager  
Marcella Jones, JJ Henderson Housing Center Resident Council President  

Call to Order  
The meeting was called to order by Commissioner Nottingham at 5:30 p.m.  

FSS Program  
Mr. Dorsey provided an update on the status of the Family Self-Sufficiency program.  

2016 Graduates    HCV: 18    PH: 5    Total 23  

Currently there are 58 public housing participants 123.4%; 47 with an escrow balance 81.0%.  
Housing Choice Voucher Program has 146 participants 96.0%; 86 with an escrow balance 58.9%.  
2017 FSS Orientation Workshops:  
Thursday, March 16, 2017 5:30pm  
Thursday, July 21, 2017 5:30pm  
Thursday, November 16, 2017 5:30pm  

Homeownership Program  
Mr. Dorsey provided an update of the DHA Homeownership program to include:  

- Next Homeownership Orientation will be held on February 21 - 23rd, 2017 at 6pm at JJ Henderson Towers.  
- Workshops will be facilitated by representatives from SunTrust Bank, BB&T, and Habitat for Humanity, Gerald Mack Reality and Raphele Reels Inspections.  
- HOI includes 6 hours of information sessions from partnerships and 2 hours of credit counseling.
Seanyea Rains, FSS Coordinator, presented the committee with anecdotal information regarding the success story of one of our FSS families that was able to use the program to purchase a home. The family had been DHA residents for nine years. They completed the DIIA and Neighborhood Assistance Corporation of America (NACA) homeownership courses which enabled them to utilize their criteria of rental history versus credit history.

**County Library Partnership**

Mr. Dorsey provided an update on our partnership with the Durham County Public Library. The downtown location of the Public Library closed down on January 15, 2017 for renovations that will take approximately two years to complete. The Library proposed that they use the Liberty Street Community Center to host services for the resident in that community. There will be a focus on STEM education and tutoring assistance for grades K-12. The program is scheduled to start in mid-February.

Question from Commissioner Nottingham: What are the ages and can the program be offered until 6:00 pm to accommodate 12th graders?

Response Mr. Dorsey: The program will serve K-12 from 3:00 pm – 5:00 pm with a possibility of being extended until 6:00 pm.

Question from Commissioner Nottingham: Will parent participation be required?

Response Mr. Dorsey: Not at this time. It is being encouraged.

**21st Century Program**

Mr. Dorsey and Tammy Jacobs provided an update on the 21st Century After-school program. Our 21st Century Program for 2016-17 was restarted in December in six of our family communities. The program will continue through June 07. Our summer camp is on schedule for July through August 07. We are looking to establish a Culinary Component in 2017. This program will be instituted by Milestones Culinary Institute, a local company providing culinary training for the past 14 years.

Question Commissioner Nottingham: Is this just for the students or can parents participate?

Response Mr. Dorsey: The program is part of the 21st Century After-school program so it is focused on our youth.

Question Marcella Jones: Is there a certified kitchen to use for the classes?

Response Tammy Jacobs: They will utilize the equipment located in the community center kitchen.

**Safety Discussion**

Commissioner Glenn stated that he had some issues regarding community safety and some research that he had conducted. He provided a list of suggestions that he compiled from Housing Authorities around the country. First and foremost we need to ensure that our residents understand that we have issues with crime in our communities. Some suggestions included:

1. Posting signs about criminal activity in the community
2. Mailings/brochures to relay information regarding crime
3. Including safety information in a move-in package
4. Neighborhood Watch
5. Providing rental credits or other incentives to residents to participate in crime abatement activities
6. Establishing an anonymous reporting system
7. Have Resident Councils take the lead

Response from Mr. Lyon: We now utilize:
1. CPTED (crime prevention through environmental design)
2. Barriers to limit access
3. Neighborhood Watch programs
4. Resident Council meetings to provide safety related presentation
5. Crime Task Force meeting
6. Property Management

Some of our goals for 2017 include:
1. Police substations
2. Police residence
3. Enhanced leadership training for resident councils

Mr. Lyon informed the committee that the Durham Police Department is on any given day operating at 68% of capacity.

Question Commissioner Nottingham: Do you know how the reorganization of DPD will affect DHA or can you come to a Board Meeting and provide an update?
Response Mr. Lyon: Yes, an update can be provided to the Board

Question Commissioner Hudgins: How do we receive reports from DPD?
Response Mr. Lyon: Paper copies in which I forward to Mr. Scott.

Question Commissioner Hudgins: How long does it take for you to receive a report after an incident occurs?
Response Mr. Lyon: In the past usually the next day. Now with DPD being undermanned, it may take 2-3 days.

Response Mr. Scott: HUD provides guidance on the role of the Housing Authority as it pertains to Resident Councils. DHA cannot control our Community Councils but rather provide assistance and guidance. Mr. Scott provided an overview of Durham CAN and Bull City United, local groups that would like to work with our community groups.

Question Marcella Jones: Will there be any replacement programs for ROSS?
Response Mr. Dorsey: Resident services is working to keep established programs in place and we are pursuing and researching grant opportunities and partnerships.

Adjourn
The meeting was adjourned at 6:31 pm.

Respectfully Submitted, Elvert Dorsey
VII. Resolutions for Approval
HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Anthony Scott, Chief Executive Officer

DATE: January 25, 2017

SUBJECT: Resolution Authorizing the Write-Off of Conventional Housing Collection Losses for the Period Beginning November 1, 2016 and Ending November 30, 2016

I. STATEMENT OF ISSUE

Durham Housing Authority (DHA) requires that vacated tenant account balances be written off monthly for public housing residents.

II. BACKGROUND

The attached Collection Loss Report represents the total amount of losses from all Conventional Housing programs administered by DHA. The amounts to be written off by Asset Management Project (AMP) for the period beginning November 1, 2016 and Ending November 31, 2016 are as follows:

<table>
<thead>
<tr>
<th>AMP #</th>
<th>Community</th>
<th>Budget</th>
<th>Amount Written Off YTD</th>
<th>Current Write-Off</th>
<th>New Total</th>
<th>% of Budget Used After Current Write-Off is Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>McDougald Terrace</td>
<td>$38,500.00</td>
<td>$23,449.47</td>
<td>$1,340.77</td>
<td>$24,790.24</td>
<td>64%</td>
</tr>
<tr>
<td>3</td>
<td>Scattered Sites</td>
<td>$2,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0%</td>
</tr>
<tr>
<td>4</td>
<td>Oldham Towers</td>
<td>$4,500.00</td>
<td>$1,668.00</td>
<td>$0.00</td>
<td>$1,668.00</td>
<td>37%</td>
</tr>
<tr>
<td>5</td>
<td>Cornwallis Road</td>
<td>$11,300.00</td>
<td>$2,791.77</td>
<td>$0.00</td>
<td>$2,791.77</td>
<td>25%</td>
</tr>
<tr>
<td>6</td>
<td>Liberty Street</td>
<td>$5,880.00</td>
<td>$1,323.88</td>
<td>$72.00</td>
<td>$1,395.88</td>
<td>24%</td>
</tr>
<tr>
<td>7</td>
<td>Club Boulevard</td>
<td>$3,500.00</td>
<td>$3,381.84</td>
<td>$0.00</td>
<td>$3,381.84</td>
<td>97%</td>
</tr>
<tr>
<td>8</td>
<td>Hoover Road</td>
<td>$5,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0%</td>
</tr>
<tr>
<td>9</td>
<td>JJ Henderson</td>
<td>$1,500.00</td>
<td>$636.00</td>
<td>$0.00</td>
<td>$636.00</td>
<td>42%</td>
</tr>
<tr>
<td>10</td>
<td>Morreene Road</td>
<td>$2,723.00</td>
<td>$6,627.77</td>
<td>$0.00</td>
<td>$6,627.77</td>
<td>243%</td>
</tr>
<tr>
<td>11</td>
<td>Damar Court</td>
<td>$9,000.00</td>
<td>$1,049.00</td>
<td>$554.92</td>
<td>$1,603.92</td>
<td>18%</td>
</tr>
<tr>
<td>12</td>
<td>Oxford Manor</td>
<td>$18,698.00</td>
<td>$11,306.48</td>
<td>$1,432.19</td>
<td>$12,738.67</td>
<td>68%</td>
</tr>
<tr>
<td>14</td>
<td>Forest Hill Heights</td>
<td>$800.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0%</td>
</tr>
<tr>
<td>15</td>
<td>Laurel Oaks</td>
<td>$5,000.00</td>
<td>$2,788.86</td>
<td>$0.00</td>
<td>$2,788.86</td>
<td>56%</td>
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<tr>
<td>31</td>
<td>Edgemont Elms-PH</td>
<td>$600.00</td>
<td>$301.31</td>
<td>$0.00</td>
<td>$301.31</td>
<td>50%</td>
</tr>
<tr>
<td>32</td>
<td>1010 Worth Street</td>
<td>$2,355.00</td>
<td>$2,281.17</td>
<td>$0.00</td>
<td>$2,281.17</td>
<td>97%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>$57,605.55</strong></td>
<td><strong>$3,399.88</strong></td>
<td><strong>$61,005.43</strong></td>
<td><strong>55%</strong></td>
<td></td>
</tr>
</tbody>
</table>

2016 PUBLIC HOUSING WRITE-OFFS BY AMP

Period November 1, 2016 - November 31, 2016
III. RECOMMENDATION

It is recommended that the Board of Commissioners considers and approves the write-off of collection losses in the amount of $3,399.88 for Conventional Housing.
RESOLUTION NO.________

RESOLUTION AUTHORIZING THE WRITE-OFF OF CONVENTIONAL HOUSING COLLECTION LOSSES FOR THE PERIOD BEGINNING NOVEMBER 1, 2016 AND ENDING NOVEMBER 31, 2016

WHEREAS, the Housing Authority of the City of Durham has determined that it has exerted all efforts to collect monies owed from former residents; and

WHEREAS, the property management staff has notified each former resident of the amount owed; and

WHEREAS, the regulations of the U.S. Department of Housing and Urban Development require a housing authority to write off any and all monies owed that cannot be collected.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Durham approves the write-off of rents, utilities, repair charges, court costs and late fees owed as per the listing of delinquent accounts shown in the amount of **$3,399.88** for the period beginning November 1, 2016 and Ending November 31, 2016.

This resolution shall take effect immediately.

Done this 25th day of January, 2017.

RECORDING OFFICER'S CERTIFICATION

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on January 25, 2017.

(SEAL)  

BY: ____________________________

Anthony Scott, Secretary
HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Anthony Scott, Chief Executive Officer

DATE: January 25, 2017

SUBJECT: Resolution Authorizing the Write-Off of Conventional Housing Collection Losses for the Period Beginning December 1, 2016 and Ending December 30, 2016

I. STATEMENT OF ISSUE

Durham Housing Authority (DHA) requires that vacated tenant account balances be written off monthly for public housing residents.

II. BACKGROUND

The attached Collection Loss Report represents the total amount of losses from all Conventional Housing programs administered by DHA. The amounts to be written off by Asset Management Project (AMP) for the period beginning December 1, 2016 and Ending December 31, 2016 are as follows:

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</table>


RESOLUTION NO. 3472

RESOLUTION AUTHORIZING THE WRITE-OFF OF CONVENTIONAL HOUSING COLLECTION LOSSES FOR THE PERIOD BEGINNING DECEMBER 1, 2016 AND ENDING DECEMBER 31, 2016

WHEREAS, the Housing Authority of the City of Durham has determined that it has exerted all efforts to collect monies owed from former residents; and

WHEREAS, the property management staff has notified each former resident of the amount owed; and

WHEREAS, the regulations of the U.S. Department of Housing and Urban Development require a housing authority to write off any and all monies owed that cannot be collected.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Durham approves the write-off of rents, utilities, repair charges, court costs and late fees owed as per the listing of delinquent accounts shown in the amount of $1,431.61 for the period beginning December 1, 2016 and Ending December 31, 2016.

This resolution shall take effect immediately.

Done this 25th day of January, 2017.

RECORDING OFFICER'S CERTIFICATION

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on January 25, 2017.

(SEAL)  

BY:  

Anthony Scott, Secretary
III. RECOMMENDATION

It is recommended that the Board of Commissioners consider and approve the write-off of collection losses in the amount of $1,431.61 for Conventional Housing.
DURHAM HOUSING AUTHORITY

MEMORANDUM

TO: Board of Commissioners

FROM: Anthony Scott, Chief Executive Officer

DATE: January 18, 2017

SUBJECT(s): Resolution Authorizing the Submission of a 2017 Preliminary 9% Low-Income Housing Tax Credit Application for the Redevelopment of Club Boulevard Apartments

I. STATEMENT OF ISSUE(S)

The Board of Commissioners is asked to grant approval authorizing the submission of a 2017 9% Low-Income Housing Tax Credit application, by Development Ventures Incorporated, to the North Carolina Housing Finance Agency (“NCHFA”) for the redevelopment of the Club Boulevard public housing development.

II. BACKGROUND

Development Ventures Incorporated, the developer instrumentality of DHA, seeks to submit 2017 preliminary 9% Low-Income Housing Tax Credit application to NCHFA to redevelop the Club Boulevard public housing apartments.

DHA is the current owner of Club Boulevard Apartments, located at 2401 Glenbrook Drive, Durham, North Carolina (the “Development”). Currently, Club Boulevard consists of seventy-seven (77) single-family detached homes and a non-dwelling community building. After redevelopment, the Development will consist of approximately one hundred and six (106) units and a non-dwelling community building.

All of the one hundred and six (106) units in the Development will be converted from public housing units to Project-Based Voucher Assistance units under the HUD Rental Assistance Demonstration (“RAD”) program and operated under the Low-Income Housing Tax Credit Program.

III. RECOMMENDATION

It is recommended that the Board of Commissioners authorize the resolution to approve the submission of a 2017 preliminary 9% Low-Income Housing Tax Credit application, by Development Ventures Incorporated, to NCHFA for the redevelopment of the Club Boulevard public housing apartments.
RESOLUTION NO. 3743

RESOLUTION AUTHORIZING THE SUBMISSION OF A 2017 PRELIMINARY 9% LOW-INCOME HOUSING TAX CREDIT APPLICATION FOR THE REDEVELOPMENT OF CLUB BOULEVARD APARTMENTS

WHEREAS, Development Ventures Incorporated ("DVI"), a North Carolina nonprofit corporation and instrumentality of the Housing Authority of the City of Durham ("DHA"), wishes to submit a 2017 preliminary 9% low-income housing tax credit application to the North Carolina Housing Finance Agency ("NCHFA") for the project known as Club Boulevard Apartments, that will consist of one-hundred and six (106) low-Income housing tax credit ("LIHTC") units and a non-dwelling building on +/-21.7 acres of land, located in Durham, Durham County, North Carolina (the "Project"); and

WHEREAS, DVI will serve as the developer for the Project; and

WHEREAS, DHA is the current owner of the land (the "Land") and improvements (the "Improvements") which comprise the Project; and

WHEREAS, DHA will convey the Land and Improvements by deed and/or lease to an owner-entity to be managed by a wholly-owned subsidiary of DVI; and

WHEREAS, all one hundred and six (106) dwelling units in the Project will be converted from public housing units to Project-Based Voucher units ("PBV Units") under the HUD Rental Assistance Demonstration ("RAD") program; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Durham, as follows:

1. DHA and DVI are authorized to execute and deliver all documents and instruments in conjunction with the submission of the 2017 preliminary 9% low-income tax credit application to NCHFA in connection with the Project.

2. DHA and DVI are hereby authorized to take any and all actions, execute any and all documents and instruments, make any and all filings and reasonable expenditures and take any and all reasonable steps it deems to be necessary, desirable or appropriate in order to carry out the purpose and intent of the foregoing resolutions.

3. The Chief Executive Officer and Director of Development of DHA and the President and Chief Development Officer of DVI are hereby authorized to execute and deliver all documents or instruments as may reasonably be required to facilitate submission of the 2017 preliminary 9% low-income tax credit application to NCHFA in connection with the Project.
4. All actions taken to effectuate the foregoing resolutions by DHA, the Chief Executive Officer and Director of Development of DHA and the President and Chief Development Officer of DVI are hereby ratified and confirmed.

5. This Resolution shall take effect immediately.

Done this ____ day of __________, 2017.

RECORDING OFFICER’S CERTIFICATION

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the Board of Commissioners meeting of the Housing Authority of the City of Durham held on __________, 2017.

(SEAL)  _______________________________________________________________________

BY: ________________________________

   Anthony Scott, Secretary
VIII. Information Items
MINUTES OF SPECIAL MEETING
EDGEMONT ELMS HOUSING, INC.
330 EAST MAIN STREET
DURHAM, NORTH CAROLINA
January 3, 2017

AGENDA ITEM I
Call to Order

The special meeting was called to order by the Chair, Thomas M. Niemann (via phone), at 5:40 p.m.

Present:
Thomas M. Niemann, Chair (via phone)
George K. Quick
Robert “Bo” Glenn
Daniel C. Hudgins
Gloria M. Nottingham

Absent:
Larry D. Yon, II (Excused)
Steve Schewel (Excused)
Barbara F. Lofton

Staff Present:
Anthony Scott, CEO
Jonathan Blum
Elvert Dorsey
Denita Johnson
Zelda Everson

Also Present:
Eric Pristell, Attorney, The Banks Law Firm

Board Meeting was called into session at 5:40PM

AGENDA ITEM II
Public Hearing(s)

ACTION 1: General Comments from the Public
There was none.

AGENDA ITEM III
Changes to the Agenda
There was none.

AGENDA ITEM IV
General Business Action Items
There was none.

AGENDA ITEM VI
Consent Agenda Action (Items)

ACTION 1:

RESOLUTION NO. 3475

RESOLUTION APPROVING FY2017 BUDGET FOR EDGEMONT ELMS HOUSING, INC.

WHEREAS, a proposed annual budget for Edgemont Elms Housing, Inc., for the fiscal year beginning January 1, 2017 and ending December 31, 2017 was presented before the members of the Board of Commissioners of the Housing Authority of the City of Durham at its public meeting held on December 21, 2016; and

WHEREAS, the proposed annual budget reflects total operating revenues and operating expenses as presented in the Operating Budget document for the year ending December 31, 2017; and

WHEREAS, the proposed revenues are estimated to be available during the fiscal year to fund the proposed expenditures.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors finds as follows:

1. That the budget as presented is approved for the fiscal year ending December 31, 2017;

2. That the Chief Executive Officer or his designee may authorize the transfer of line item appropriations between activities, objects and line items within the budget;

3. That any change in the budgeted expenditures or revenues which serves to change the overall budget amount may be made only by the Board of Directors;

4. That any operating funds encumbered as of December 31, 2016, or otherwise designated, are hereby re-appropriated for the fiscal year ending December 31, 2017;

5. That this resolution shall take effect January 4, 2017.
Done this 3rd day of January 2017.

Motion: Commissioner Nottingham; Seconded: Commissioner Quick; Approved: Unanimously

AGENDA ITEM VIII
Closed Session
None

AGENDA ITEM IX
Adjournment

Motion: Commissioner Nottingham; Seconded: Commissioner Hudgins; Approved: Unanimously

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Chair

(SEAL)

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Secretary
MINUTES OF REGULAR MEETING
EDGEMONT ELMS HOUSING, INC.
330 EAST MAIN STREET
DURHAM, NORTH CAROLINA
December 21, 2016

AGENDA ITEM I
Call to Order

The regular meeting was called to order by the Chair, Thomas M. Niemann.

Present:
   Thomas M. Niemann, Chair
   Barbara F. Lofton
   Robert “Bo” Glenn
   Daniel C. Hudgins
   Gloria M. Nottingham
   George K. Quick
   Larry D. Yon, II
   Steve Schewel

Absent: None

Staff Present:
   Anthony Scott, CEO
   Jonathan Blum
   Elvert Dorsey
   Charles Lyon
   Sabrina Sinegal
   Denita Johnson
   Pamela Davis
   Zelda Everson

Also Present:
   Eric Pristell, Attorney, The Banks Law Firm
   Ted Edwards, Attorney, The Banks Law Firm
   Danielle Barbour Wilson, Attorney, The Banks Law Firm

A quorum was present and the meeting was called into session at 7:30pm.

AGENDA ITEM II
Public Hearing(s)

ACTION 1: General Comments from the Public
There was none.

AGENDA ITEM III
Changes to the Agenda

AGENDA ITEM IV
General Business Action Items

ACTION 1:

Motion: Hudgins; Seconded: Bo Glenn; Approved: Unanimously.

AGENDA ITEM V
Information Items

AGENDA ITEM VI
Resolutions for Approval

ACTION 1:

RESOLUTION NO. 3467

EDGEMONT ELMS HOUSING, INC.

A CONTINUING RESOLUTION TO AUTHORIZE EXPENDITURES FOR EDGEMONT ELMS HOUSING, INC. UNTIL THE ADOPTION OF ITS FY 2017 BUDGET

WHEREAS, Edgemont Elms Housing, Inc. (“EEHI”) is a North Carolina non-profit corporation and an instrumentality of the Housing Authority of the City of Durham (“DHA”);

WHEREAS, the Local Government Budget and Fiscal Control Act (North Carolina General Statutes 159-42(c)) requires DHA to operate under an annual budget;

WHEREAS, Section 11(D) of the Consolidated Annual Contributions Contract, between DHA and the United States Department of Housing and Urban Development, dated August 1, 2003 (the “ACC”), prohibits DHA from incurring any operating expenses except pursuant to an approved operating budget;
WHEREAS, DHA’s (including EEHI’s) fiscal year 2017 operating budget ("FY 2017 Operating Budget") will not be adopted prior to the beginning of the 2017 fiscal year on January 1, 2017.

NOW THEREFORE, BE IT RESOLVED by EEHI, through its Board of Directors, that EEHI hereby adopts a continuing resolution whereby EEHI is authorized to pay all ordinary, necessary and proper obligations of EEHI, including but not limited to employee payroll, which are of the nature and at the level appropriated in the EEHI fiscal year 2016 approved budget, until such time as the FY 2017 Operating Budget has been properly adopted by EEHI.

Effective this the 21st day of December, 2016.

Motion to approve: Approved Unanimously.

AGENDA ITEM VIII
Closed Session

AGENDA ITEM IX
Adjournment

Motion: Commissioner Quick; Seconded: Commissioner Lofton; Approved: Unanimously

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Chair

(SEAL)

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Secretary
MINUTES OF SPECIAL MEETING
LEARNING ASSISTANCE, INC.
330 EAST MAIN STREET
DURHAM, NORTH CAROLINA
January 3, 2017

AGENDA ITEM I
Call to Order

The special meeting was called to order by the Chair, Gloria Nottingham, at 5:45 p.m.

Present:
Gloria Nottingham, Chair
George K. Quick
Robert “Bo” Glenn
Daniel C. Hudgins
Larry D. Yon, II (via phone)

Absent:
Steve Schewel (Excused)
Barbara F. Lofton

Also Present:
Eric Pristell, Attorney, The Banks Law Firm

Staff Present:
Anthony Scott, CEO
Jonathan Blum
Elvert Dorsey
Denita Johnson
Zelda Everson

Board Meeting was called into session at 5:45PM

AGENDA ITEM II
Public Hearing(s)

ACTION 1: General Comments from the Public
There was none.

AGENDA ITEM III
Changes to the Agenda
There was none.
AGENDA ITEM IV
General Business Action Items
There was none.

AGENDA ITEM VI
Consent Agenda Action (Items)

ACTION 1:

RESOLUTION NO. 3474

RESOLUTION APPROVING FY2017 BUDGET FOR LEARNING ASSISTANCE, INC.

WHEREAS, a proposed annual budget for Learning Assistance, Inc., for the fiscal year beginning January 1, 2017 and ending December 31, 2017 was presented before the members of the Board of Commissioners of the Housing Authority of the City of Durham at its public meeting held on December 21, 2016; and

WHEREAS, the proposed annual budget reflects total operating revenues and operating expenses as presented in the Operating Budget document for the year ending December 31, 2017; and

WHEREAS, the proposed revenues are estimated to be available during the fiscal year to fund the proposed expenditures.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors finds as follows:

1. That the budget as presented is approved for the fiscal year ending December 31, 2017;

2. That the Chief Executive Officer or his designee may authorize the transfer of line item appropriations between activities, objects and line items within the budget;

3. That any change in the budgeted expenditures or revenues which serves to change the overall budget amount may be made only by the Board of Directors;

4. That any operating funds encumbered as of December 31, 2016, or otherwise designated, are hereby re-appropriated for the fiscal year ending December 31, 2017;

5. That this resolution shall take effect January 4, 2017.

Done this 3rd day of January 2017.
Motion: Commissioner Quick; Seconded: Commissioner Hudgins; Approved: Unanimously

AGENDA ITEM VIII
Closed Session
None

AGENDA ITEM IX
Adjournment

Motion: Commissioner Hudgins; Seconded: Commissioner Glenn; Approved: Unanimously

(SEAL)

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Chair

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Secretary
MINUTES OF REGULAR MEETING
LEARNING ASSISTANCE, INC.
330 EAST MAIN STREET
DURHAM, NORTH CAROLINA
December 21, 2016

AGENDA ITEM I
Call to Order

The regular meeting was called to order by the Chair, Gloria M. Nottingham.

Present:
   Gloria M. Nottingham, Chair
   George K. Quick
   Barbara F. Lofton
   Robert “Bo” Glenn
   Daniel C. Hudgins
   Thomas M. Niemann
   Larry D. Yon, II
   Steve Schewel

Absent: None

Staff Present:
   Anthony Scott, CEO
   Jonathan Blum
   Elvert Dorsey
   Charles Lyon
   Sabrina Sinegal
   Denita Johnson
   Pamela Davis
   Zelda Everson

Also Present:
   Eric Pristell, Attorney, The Banks Law Firm
   Ted Edwards, Attorney, The Banks Law Firm
   Danielle Barbour Wilson, Attorney, The Banks Law Firm

A quorum was present and the meeting was called into session at 7:40pm.

AGENDA ITEM II
Public Hearing(s)
ACTION 1: General Comments from the Public
There was none.
AGENDA ITEM III
Changes to the Agenda

AGENDA ITEM IV
General Business Action Items

ACTION 1:

AGENDA ITEM V
Information Items

AGENDA ITEM VI
Resolutions for Approval

ACTION 1:

RESOLUTION NO. 3468
LEARNING ASSISTANCE, INC.

A CONTINUING RESOLUTION TO AUTHORIZE EXPENDITURES FOR
LEARNING ASSISTANCE, INC. UNTIL THE ADOPTION OF ITS
FY 2017 BUDGET

WHEREAS, Learning Assistance, Inc. ("LAI") is a North Carolina non-profit corporation and an instrumentality of the Housing Authority of the City of Durham ("DHA");

WHEREAS, the Local Government Budget and Fiscal Control Act (North Carolina General Statutes 159-42(c)) requires DHA to operate under an annual budget;

WHEREAS, Section 11(D) of the Consolidated Annual Contributions Contract, between DHA and the United States Department of Housing and Urban Development, dated August 1, 2003 (the “ACC”), prohibits DHA from incurring any operating expenses except pursuant to an approved operating budget;

WHEREAS, DHA’s (including LAI’s) fiscal year 2017 operating budget ("FY 2017 Operating Budget") will not be adopted prior to the beginning of the 2017 fiscal year on January 1, 2017.

NOW THEREFORE, BE IT RESOLVED by LAI, through its Board of Directors, that LAI hereby adopts a continuing resolution whereby LAI is authorized to
pay all ordinary, necessary and proper obligations of LAI, including but not limited to employee payroll, which are of the nature and at the level appropriated in the LAI fiscal year 2016 approved budget, until such time as the FY 2017 Operating Budget has been properly adopted by LAI.

Effective this the 21st day of December, 2016.

Motion: Commissioner Quick; Seconded: Commissioner Lofton; Approved: Unanimously

AGENDA ITEM VIII
Closed Session

AGENDA ITEM IX
No new business.

Adjournment
Approved: Unanimously

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Chair

(SEAL)

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Secretary