



Housing Authority of Queen Anne's County

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Executive Director

Katya Lindsey

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Board Members

Richard D. Cira

Courtney Billups

Mike Arntz

Judy Kropfelder

Tina M. Trice

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF QUEEN ANNE'S COUNTY

June 12, 2023

PRESENT:

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Chairman: Billups, Courtney	X	
Cira, Richard D.	X	
Arntz, Mike	X	
Kropfelder, Judy	X	
Trice, Tina M.	X	

Legal Counsel:

STAFF: Katya Lindsey, Executive Director, Kenya Wilson, Housing Specialist

LOCATION: Zoom Meeting

CALL TO ORDER: Ex. Director Katya Lindsey called the meeting to order at 4:00 pm

INVOCATION: Board Member Tina Trice

PLEDGE OF ALLEGIANCE

APPROVAL OF THE MINUTES

A motion was made to approve the minutes of the May 8, 2023. Board meeting by Chairman Courtney Billups, seconded by Board Member Trice and Board Member Kropfelder.

Board Member Kropfelder has questions about the May 8, 2023, minutes regarding tenant Lynda Brady's comments about "unprofessional and haphazard". Chairman Billups spoke to this matter, acknowledging we have in-person and zoom meeting, as we will have the next in person meeting at Terrapin Grove in the near future. Board Member Mike Arntz was able to log in to the meeting at this time.

OLD BUSINESS:

Chairman Billups requested an overview of how procedures and policies flow for inspections of tenants' units. Director Lindsey stated there are several types of required inspections that the Housing Authority performs, those are: 1) Move In 2) Move Out 3) Annual 4) Quality Control 5) Special 6) Emergency. She said we look for housekeeping issues, lease violations, preventative maintenance. Routine checks and Annual inspections provide tenants with 14-day notice. For non-emergency inspections we only have to provide a 48-hour notice.

Chairman Billups asked if notification was in writing and Director Lindsey stated yes, all board members were provided with a copy of the April 24th random inspection notice for their review. The tenants were provided the notice on April 17th and that was a 7-day notice and we only had to provide a 48-hour notice. Director Lindsey said we were looking for housekeeping issues and maintenance issues.

A board member asked to request to change the wording of random inspection. Director Lindsey responded despite random inspections we do have to inspect all units and State inspections are always random. A board member said that residents are unhappy with how we perform random inspections. Board Member Mike Arntz asked how many inspections were completed on April 24th and Director Lindsey told him 5 inspections were completed, emergency inspections checking for specific things. Another board member asked of the 5 units were inspected, were there housekeeping or maintenance issues found, and Director Lindsey responded yes.

Commissioner Arntz asked if everyone received a notice and if it is the intent of inspections to put the fear of God in tenants or to make sure they have good housekeeping. Director Lindsey responded inspections are a requirement by HUD, there is no ill intent behind inspections. A board member said "we are talking about senior citizens, not prisoners or dealing with contraband, again we are dealing with seniors". Director Lindsey stated the Housing Authority deals with the full life span.

A board member said seniors are concerned about the inspections, these tenants are 67, 70's, 80's, can we create or change policy for the seniors? Director Lindsey said no, that would cause a Fair Housing Issue. We cannot create something special for just the seniors. What we do for one, we do for all.

A board member said they understand the need for inspections, but can we let the seniors know? Director Lindsey responded that there is a big misconception, we are not targeting specific tenants, for the units we did inspect at random we found issues. She continued saying we have smokers at Terrapin Grove, we have a right and obligation to inspect. What part of the letter makes seniors feel targeted?

Board Member Tina Trice commented that Section 8 tenants receive a letter for inspections with a date and time. Director Lindsey responded that we use 3rd party vendors to inspect Section 8 units as they are handled differently. A board member asked what the reason is why we can't handle inspections the same way Section 8 inspections are handled. They continued saying seniors don't want random inspections and asked how we proceed if a tenant is a hoarder? What is the procedure and policy behind inspections? They continued regarding the inspections on April 24th, were there housekeeping issues and Director Lindsey replied yes.

When a board member asked how the units were selected at random, Director Lindsey said Property Management picked two units on the 3rd floor, two on the 2nd floor, and 1 on the 1st floor. A board member questioned why can't the residents have a more specific notice versus this random notice. Commission Arntz requested a policy for random investigations and inspections. He does not feel it is a big issue for seniors to have random inspections. Chairman Billups wanted to have continued discussion for a later date. Board Member Judy Kropfelder as prior to Covid-19 how many unites were inspected and Director Lindsey responded that all units were inspected in 2019 and the Department of Housing performs State inspections.

A board member had questions about the form used and said the form mentions (HCV) Housing Choice Voucher. Director Lindsey said we use the same form for HCV and Conventional unit inspections. Board Member Kropfelder stated she has worked in Housing and thinks it helps with turnovers for the clean up process.

Director Lindsey said that Section 8 units are inspected at a minimum of every 2 years and every unit should be inspected. A board member suggested we inspect a few every month and Board Member Arntz said absolute random inspections should receive notice to the specific/selected tenants 24 hours prior to the date of inspection, can we change the policy? Director Lindsey state no, it is a part of Housing Authority day-to-day operations.

Board Member Richard Cira said he would not want this encumbrance in the back of his mind surrounding inspections. Another board member said it is the unknown that bothers them, 5 inspections out of 75 units. Director Lindsey responded tell them we provided a 7-day notice for inspections that only require a 48-hour notice. Board Member Arntz remarked it is unfair to tenants and requests an additional notice be provided to the selected units and requests a proposal to the board to vote. He asked Director Lindsey her input and she responded saying "I don't think my opinion matters at this moment". Chairman Billups proposed a work session with the Board. Board Member Arntz requested a motion to change policy or create policy to provide 24-hours' notice to the selected unit for inspections.

A motion was made by Board Member Arntz to change or create random inspection policy that provides 24 hours' notice to selected units. It was seconded by Board Member Cira and Board Member Billups voted against.

Director Lindsey asked what happens if the Housing Authority selects 10 units and we do not get all the units inspected and the tenants get upset. A board member said "wait, you only did 5". Director Lindsey provided the scenario again, said we sent 10 notices, 6 were inspected, then we have 4 tenants upset because we sent notice. She expanded further that things happen in the field; emergencies occur where Property Management or Maintenance are stopped and may have to visit other properties. Chairman Billups proposed again to have a work session to discuss policy surrounding inspections.

Board Member Arntz made a motion to create or amend policy regarding inspection. Board Members Cira and Arntz voted to approve, Chairman Billups and Board Member Kropfelder voted against the motion, and Board Member Trice stated she was undecided but voted for the motion. Motion was carried.

NEW BUSINESS:

Chairman Billups thanked everyone for attending the 20th Anniversary of Terrapin Grove. He thanked the Lions Club and Fire Department. A board member acknowledged that Terrapin Gove is a nice place to live. Chairman Billups acknowledged that Fisher Manor has a nice little library and thanked Jim and the Rotary Club. He said there were also questions about the library invite. Directory Lindsey said invitations were sent and this was mentioned at the last board meeting.

Board members asked about upper vinyl siding and shut pressed board falling off at Fisher Manor and would like to move forward with proposals to have this fixed. Director Lindsey responded that she was already working on this matter and will have an update in 1 to 2 weeks regarding siding. Board members responded that was good to hear and the Housing Authority does not have a lot of money, but the Board would like the siding ripped off and replaced immediately. It was mentioned that the County stressed interest in helping with the siding project. Director Lindsey told the Board she has a gentleman working to get final quotes, and he believes he has half of the funds. They also may be asking us to replace front and back porches as part of the grant.

Director Lindsey reported that the Insulation Project was completed, which saved the Housing Authority \$261,000 since it was covered by a grant. Precision Siding submitted a bid. Director Lindsey stated when

vendors or contractors know that a project is associated with a government agency they tend to bid at higher rates. Chairman Billups and Board Member Cira chimed in together that the Housing Authority properties are on an uphill road to enjoying decent living. Board Member Cira asked is there anything we can do to make our places a little better to live.

Chairman Billups asked if all members received and reviewed the FY 2024 Budget and all board members replied yes. A motion was made to approve the FY 2024 Budget and Chairman Billups, Board Members Cira, Arntz, Kropfelder and Trice all answered yes. The motion was carried.

Monthly Development reports were not provided per Director Lindsey; however, she informed the Board that Terrapin Grove has 3 packets out, Fisher Manor has 2 potential applicants (one applicant was a no show for a Lease Up). Foxxtown and Riverside Estate are 100 percent full capacity. Grasonville Terrace has had a hard time with response to offer letters being returned—5 packets were sent out. A board member questioned how many units are available at Grasonville Terrace. Director Lindsey responded that an eviction is scheduled for June 20, 2023, for Failure to Pay. The Board questioned how far behind a tenant has to be for an eviction and the Director responded a 3-month term is standard. A Notice of Intent to File depends on how it plays out in court. If a Judge grants in favor of the Housing Authority, they give a 7 day stay and with those 7 days the tenant can pay to remain. If a tenant does not pay, then we get a Warrant of Restitution and schedule the eviction with a Sheriff's Deputy. If a tenant receives 3 consecutive judgments in rolling 12 months for No Rights to Redemption, we also have non-renewals at our discretion.

The floor was opened for Public Comment at 4:49 p.m.

Commissioner Kropfelder asked how the waitlist works, a gentleman claims his position moved back approximately 10 positions and when he called the Housing Authority, he was told that an out of town resident bumped him. Director Lindsey advised that anyone can be on our waitlist, but Queen Anne County residents receive preference. A community spokesperson states she will have the gentleman call the office and request to speak to Katya Lindsey personally.

Bonnie Walter of Terrapin Grove thanked the Housing Authority for the patio benches provided to sit outside in the summer and stated it was a good compromise.

Lynda Brady of Terrapin Grove wanted to clarify her comment from last month's meeting regarding it being a "haphazard and unprofessional meeting" and she did not mean it in that way, she was speaking to connection issues when the Zoom calls cut in and out.

Director Lindsey spoke on Terrapin Grove having internet connection issues on the first floor and she will be attempting to come up with a game plan for the Housing Authority, residents, the county, and service providers to resolve connection issues.

The Board would like the next in-person scheduled at Terrapin Grove. The last in-person board meeting was scheduled at Grasonville Terrace and there was not a Zoom scheduled which left out our residents who wanted to be a part of that meeting. The Board said the next in person meeting that will be scheduled at Terrapin Grove will also have a Zoom option and to obtain Greg Harvey with QATV. Board Member Kropfelder requested that there be at least a 30-day notice of the next board meeting and Director Lindsey replied that board meeting notices were sent with more than 30 days' notice.

A motion was made by Board Member Kropfelder to adjourn the meeting at 4:56 p.m., seconded by Board Member Arntz, and approved by Chairman Billups, members Cira, Trice, and Kropfelder.