



Housing Authority of Queen Anne's County

205 East Water Street, Suite 100, P.O. Box 280
Centreville, MD 21617

Phone: (410)758-8634 Fax: (410)758-8635

Executive Director

Katya Lindsey

www.gacha.org

Board Members

Richard D. Cira
Courtney Billups
Mike Arntz
Judy Kropfelder
VACANT

BOARD OF COMMISSIONERS REGULAR MEETING

205 E. Water St. Suite 100

Centreville, MD 21617

To comply with the Governor's proclamation declaring the state of emergency in Maryland, to minimize the person to person spread of COVID-19, we ask the citizens stay home and join the Board of Commissioner Regular Meeting by Zoom.

Join: <https://zoom.us/j/97602750782?pwd=T29Vd3JtUTk1aElybG93L01kL3JoUT09>

Meeting ID: 976 0275 0782 Phone: 301.715.8592,,97602750782#,,,,0#,,971552#

AGENDA

July 13, 2020 4:00 p.m.

1. CALL TO ORDER

- Prayer
- Pledge of Allegiance
- Approval of Minutes from previous meeting

2. NEW BUSINESS

- Welcome to Commissioner Judy Kropfelder
- Election of Officers
- Financial/Monthly Development Reports
- Executive Director Report

3. PUBLIC COMMENT

4. ADJOURNMENT



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BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

July 13, 2020 4:00 p.m.

Present:

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Chairman: Cira, Richard D.	X	
Billups, Courtney	X	
Arntz, Mike	X	
Kropfelter, Judy	X	
VACANT		

- **CALL TO ORDER**
 - Prayer
 - Pledge of Allegiance
- **NEW BUSINESS**
 - **Welcome Commissioner Judy Kropfelter**
 - i. The board welcomed Commissioner Kropfelter to the Housing Authority's Board of Commissioners. Commissioner Kropfelter gave a little background on herself.
 - **Election of Officers**
 - i. Commissioner Billups Nominated Commissioner Cira to continue service as the Chairman of the Board. Commissioner Arntz seconded. Commissioner Arntz, Billups, Cira, and Kropfelter voted yes.
 - ii. Commissioner Cira nominated Commissioner Billups to the Vice Chairperson of the Board. Commissioner Arntz Seconded. Commissioners Arntz, Billups, Cira, and Kropfelter voted yes.
 - **Approval of Minutes from June 15, 2020**
 - i. Chairman Cira asked members of the board if they reviewed the previous meeting minutes. Commissioner Billups asked that a correction of the June meeting minutes to say that the board member wanted time to review the May financials and compare the FY2020 Approved Budget with the proposed FY2021 budget before approval. Also, in the closed session former Commissioner Udoff needed to be removed from a vote. It was noted that the vote was Commissioner Arntz's vote. Commissioner Cira made the motion to approve meeting minutes with correction. Commissioner Arntz seconded. Commissioners Cira, Billups, Arntz voted yes. Commissioner Kropfelter abstained. The motion carried.
 - **Financial/Monthly Development Reports**
 - i. Commissioner Cira recapped the FY 2021 budget meeting that we had on June 22, 2020. With decreasing the revenue for the Housing Authority and exploring grant opportunities. The goal is to cover the shortfall with grants and looking into selling property. The Board need to look closely at rental revenue. Commissioner

Kropfelder questions regarding the accounting of sundries and would like to see them broken down by line item so that comparison can be made. Would like to see employee benefits broken down by line items. Commissioner state for transparency sake he would like to see the line items broken out. The board agreed to receive the report monthly and review them on a quarterly basis to see where we need to make some revisions. Ms. Lindsey stated the fiscal year end financials are still being processed. Commissioner Cira wanted to review Grasonville Terrace. The question was asked about occupancy. Ms. Lindsey stated we had a unit the was vacant due to a resident who passed. We had another unit that was still occupied after the lease was terminated. Commissioner Arntz asked if we were under the Executive Order for eviction moratorium. Ms. Lindsey stated that were but that only covered non-payment of rent. This tenants lease was terminated for other causes.

- **Executive Director Report**

- i. **CARES ACT**

- Ms. Lindsey explained to the board regarding waiver that came down from HUD for PHA to use at their discretion. PHA's could use some or all the waivers. On June 9, 2020 HUD gave PHA additional waivers to use.
 - The eviction moratorium ends on July 24, 2020. The Housing Authority received flyers from HUD. We have sent the flyers to our landlords to ensure coordination if they have tenants who are struggling to make rental payments. Our goal is to have landlord make payment arrangement if their tenants have falling behind. We have flyers for tenants as well to get them the resources they need to assist them if they have fallen behind. Ms. Lindsey stated that the eviction moratorium does end on July 24th. Commissioner Kropfelder asked if this applies to all properties. Ms. Lindsey stated yes that the moratorium was strictly for non-payment of rent. Commissioner Cira asked if we know where we stand at with rental revenue. Ms. Lindsey stated as part of the month end, we run an outstanding balance, so we know where resident stand. Ms. Lindsey informed the board that when we run our late rent letter for the month we advised the tenants that the eviction moratorium does end on July 24th and they are encouraged to pay all of the rent in arrears. If they are unable to pay, they need to make payment arrangements. Commissioner Cira asked if its everyone who is behind able to pay in full by that 24th. Ms. Lindsey explained that as part of our policy if we make a payment arrangement the resident must pay 10 percent of the balance as a down payment. Commissioner Arntz asked if that our plan and as for the Executive Order when it end that when payments are due. Commissioner Kropfelder asked on the July 24th date the tenant still has 30 days. Ms. Lindsey explained yes, they have 30 days, but we can file in the courts. The court will not hear the case in those 30 days. Commissioner Kropfelder asked if we charged late fees. The Housing Authority did not charge late fees during the Executive Order. Commissioner Arntz asked if we will be selective in how tenants are handling. Ms. Lindsey stated it will apply across the board we do have in our policy if the tenant has a payment agreement, we cannot issue another agreement Commissioner Arntz asked there are serious issues where any tenants that we may need to evict immediately. Ms. Lindsey stated that she has called tenants that are severely behind in rent. Ms. Boone from Community Services has reached out to see if tenants

need assistance. I have given the information to residents to seek assistance but does not know how they will respond. Commissioner Cira asked how many residents are at risk for eviction. Ms. Lindsey stated that Fisher Manor has at least 3-4. Some have sought help from Community Services. Riverside may have 1-2 people with outstanding balances. We do not have to many issues with rental payments at Grasonville Terrace, Foxxtown and Terrapin Grove. We do have resident who pay late due to when they get their benefits. Scattered Sites we have a few residents that are behind. Commissioner Arntz asked with given how long our waiting list our how long do we work with someone. Ms. Lindsey stated that with the payment agreement that a missed payment that rental balance is due in full. The discussion regarding rental payments continues.

- Board members discuss the late rent payments and late fees associated with late payments. Ms. Lindsey informs the board that the late fee is minimal, so most do not mind being late. We discuss ways to minimize the habitual late payments by increasing the late fees or evicting for habitual late payments.
- Commissioner Cira asked about changes to the leases. Ms. Lindsey stated the lease for Foxxtown, Riverside Estates, Grasonville Terrace, and Terrapin Grove leases need to be approved before changes can take place. Ms. Lindsey informed the board that we will have residents sign new lease every year. This will be done when the recertifications are completed.
- Commissioner Cira stated that we need to look at the rents to govern to make sure everyone is on the same playing field. Commissioner Arntz asked when the last time the rent amount have evaluated. Ms. Lindsey stated that rent was increased in 2017 and deferred to Commissioner Cira for historical information regarding the rental increase. There discussion is continuing regarding how to go about evaluating the rental charges.
- Commissioner Kropfelder asked about Work order being done during the pandemic. Ms. Lindsey stated that in the beginning we were only completing emergency work order. Maintenance was only working the vacant units as restriction were lifted, we started doing routine maintenance with PPE and that residents are comfortable with maintenance coming in.
- Commissioner Kropfelder had questions regarding the smoke-free policy, By-laws, resolutions, and check signing. Commissioner Cira make statement that we should look at our by-laws to make sure we are in line with HUD. Commissioner Billups stated that we need to review the bylaws and MOU. We need to make it a priority. County Commissioner Corchiarino stated the county can shoulder the MOU.
- COVID-19 testing will be conducted at the Foxxtown, Grasonville, and Terrapin Grove senior centers for anyone who wants to be test. Flyer were put at each property, so residents are aware of the testing. It free to receive a test.
- The Housing Authority needs a resident board member. The county is advertising for the position. The Housing Authority team is sending letters to HCV participants giving them information regarding the position and how to apply.
- Grants at Terrapin Grove are still on hold. The granting agency has paused the work due to the pandemic. The grant is replacement of hot water tank, lights, refrigerators and ptac units. We have grant work going on at

Grasonville Terrace. Installation of light hardwire smoke detectors, bathroom fans, insulation of attic spaces and servicing of HVAC systems.

- Smoke-free policy survey went out on July 9, residents will have until July 31, 2020 to respond. Member of the board will receive the responses for the next board meeting.
- July 14th, we have meeting with the Sheriff department regarding Fisher Manor. Ms. Lindsey stated that she has been seeking feedback from residents. Commissioner Arntz and Commissioner Billups will be representing the board. Commissioner Billups stated that Sheriff Hoffman was suggesting a better camera system. Sheriff know what they issue are and the Housing Authority know what the issues are. The Sheriff suggested that better camera system will help assist them with the issues.
- Commissioner Kropfelder has questions regarding the scattered sites and how rents are decided. Ms. Lindsey explained that since we have mostly HCV participants in our units, they are closer to fair market rents. They are single family homes. Since HCV participants are in the scattered site housing, we conduct an affordability survey as part of processing a tenant move in. This compare the asking rent to comparable units in the area. Commissioner Kropfelder ask follow-up questions regarding recertifications and inspections of the unit. Ms. Lindsey informed the board the recertification is an addendum to the lease currently. We will have residents sign new leases are recertification. The HQS inspections are completed every two years per HUD guidelines. Since the Housing Authority owns the property a third party must inspect the unit.

- **PUBLIC COMMENT**

- i. Loretta Morris -Terrapin Grove
 - The hallways are hot in Terrapin Grove. Is there a reason why?
 - Recertification are usually given month two month in advance now six months in advance. Why is that?
 - Resident in the building received a smoke-free survey but residents in the cottages did not receive a survey.
- ii. Bonnie Walter- Terrapin Grove
 - Concerns with vacant units at Terrapin Grove.
 - Smoke alarms have not been replaced since 2005 at the cottages.
 - Paint by cottages needs to be addressed.
 - Concrete block that needs to be addressed at the front entrance.
 - August meeting at Terrapin Grove is on hold.

The Board agrees that the next meeting once we can have open meeting at Terrapin Grove once COVID-19 restriction have been relaxed.

ADJORNMENT

Commissioner Arntz made a motion to enter closed session at 6:15PM. Commissioner Cira seconded. Commissioners Arntz, Billups, Cira, and Kropfelder voted yes. The motion carried.