

MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS
OF THE
CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

The Commissioners of the City of Roanoke Redevelopment and Housing Authority met for a regular session on Monday, July 23, 2012, in the offices of the City of Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, in the City of Roanoke, Virginia.

I. CALL TO ORDER – ROLL CALL

Vice-Chair Boitnott called the meeting to order at 3:02 p.m. and declared that a quorum was present.

PRESENT: Commissioners Boitnott, Burruss, Butler, Karnes, Smith

Commissioner Witten arrived at 3:13 p.m.

ABSENT: Commissioner Garner

OFFICER PRESENT: Glenda Edwards, Secretary-Treasurer

ALSO PRESENT: Cathy Wells, VP of Resident Services and Administration; Jackie Austin, VP of Finance/CFO; Joel Shank, VP of Operations; Helen Shampine, HCV Director; Desi Wynter, Director of Redevelopment and Modernization; David Bustamante, Director of Housing; Crystal Hall, Resident Services Manager; Lydia Fuller, Resident Relations Coordinator; Albert Wilson, Mechanic; Katie Meyer, Executive Assistant; Nick Conte, Legal Counsel

Vice-Chair Boitnott welcomed everyone to today's meeting.

II. REPORTS

1. Financial Report

Vice-Chair Boitnott asked for the Financial Report.

Ms. Austin referred to page 1 of the Monthly Operations Report Finance Section and stated that one of RRHA's investments was called in the month of June, leaving slightly more than \$3,000,000 invested. The called investment funds were deposited into RRHA's revolving fund to be used for operations.

Ms. Austin referred to page 23 and stated that Public Housing sites are utilizing reserves to fund a portion of operations expenses. The total amount of reserve used through June 2012, comprising the first nine months of the fiscal year and six months of the calendar, is approximately \$828,000. Public Housing is reporting net income of approximately \$114,000. Dwelling rental is under budget approximately \$19,000, mostly attributable to the sites occupancy currently being 95% or over for the last two months. Ms. Austin stated that most Public Housing sites are reporting occupancy over 98% for the month of June 2012. Total expenses are showing a favorable variance of approximately \$224,000, and administrative expenses are approximately \$68,000 under budget due to costs that were budgeted but have not been incurred as of June 30, 2012. Tenant Services is reporting a favorable variance of \$69,000 due to expenses that are being covered by the Resident Opportunities for Self-Sufficiency (ROSS) grants. Utility expenses are under budget approximately \$187,000 due to budgeting for higher utility rates and usage expenses that have not been incurred to date. Ordinary maintenance is under budget approximately \$63,000, primarily due to lower than anticipated expenses for materials and contract costs, which will give the site managers the ability to pursue contracts with lawn care companies to assist with the heavy

mowing season due to the heavy rains from the Spring. General expenses are under budget approximately \$154,000 due to reduced insurance costs and year-to-date debt setoff collections from the Virginia Department of Taxation. Extraordinary maintenance is over budget approximately \$62,000 due to unanticipated siding replacement at Indian Rock Village, bathtub refinishing needed in preparation for Real Estate Assessment Center (REAC) inspections, and playground equipment that was installed at Lansdowne Park. Replacement of equipment is over budget approximately \$83,000 due to the purchase of trucks at several sites in order to have dependable vehicles for the winter season and the purchase of lawn mowers for Melrose Towers and Hunt Manor.

The Central Office Cost Center (COCC) is reporting net income of approximately \$13,000 as shown on page 32. Property Management income is over budget approximately \$17,000 due to increased occupancy at the sites which allows for increased fee revenue for the COCC due to billing based on occupied units. Administrative expenses are showing a negative variance of almost \$40,000 primarily due to salary and benefit expenses for a position that was not budgeted for the year, but employment continued through the first quarter of the fiscal year. Other income is reporting a favorable variance of approximately \$5,600 due to the sale of excess vehicles.

The Section 8 program is reporting a difference in revenues over expenses of approximately \$100,000 as shown on page 33. Total administrative revenue is reporting a favorable variance of \$38,000 mainly due to HUD's reconciliation of Section 8 Administrative Fees and the distribution of the excess funds. Total expenses are showing a favorable variance of approximately \$61,000. Administrative expenses are

under budget approximately \$40,000 due to positions that were vacant at the beginning of the fiscal year and expenses that have not been incurred to date. Tenant services is under budget related to the temporary leave of the Family Self-Sufficiency (FSS) Coordinator for the Section 8 participants.

Vice-Chair Boitnott thanked Ms. Austin for her report and asked if there were any questions. There were none.

2. Executive Director's Report

Vice-Chair Boitnott asked for the Executive Director's report.

Ms. Edwards introduced RRHA's new Resident Services Manager, Ms. Crystal Hall. Ms. Hall has experience with the Virginia Baptist Children's Home and brings a strong background in human services to the position.

Ms. Edwards stated that Mr. Albert Wilson, RRHA Mechanic, was in attendance. Mr. Wilson serves as Chair of the Safety Committee, and has worked to effectively reenergize the committee. The committee has begun issuing a newsletter which highlights efforts to improve safety practices at RRHA and provides tips for safety. One of the strategies the committee has implemented involves maintenance staff at Public Housing sites inspecting maintenance shops at each other's sites and giving feedback for safety improvements. Ms. Edwards stated that she periodically reminds the Management Team to encourage staff to attend Board Meetings, and Ms. Edwards stated that she is very pleased to see Mr. Wilson in attendance.

Ms. Edwards referred to her written report in the Monthly Operations Report and noted the significantly improved vacant unit turnaround times in Public Housing. The overall Public Housing turnaround time for the month of June was 21 days, which meets

the performance measure of 30 days or less, for the second consecutive month. The reduced vacant unit turnaround time continues to have a positive impact on occupancy. All sites except one are reporting occupancy rates of 98% or higher for the month of June and the overall percentage is 98%, which meets the new Public Housing Assessment System (PHAS) scoring measure.

HUD has scheduled Real Estate Assessment Center (REAC) inspections for Morningside Manor and Melrose Towers in September which is earlier than last year's inspections. Mr. Bustamante is working with the property managers to ensure that properties are ready for inspection with a goal of achieving higher REAC scores than last year.

The Governor's Housing Conference will be held in Roanoke this year at the Hotel Roanoke, November 14-16. Ms. Edwards stated that she, Mr. Shank, and Mr. Wynter met with one of the conference organizers and discussed ways that RRHA can participate by offering tours of some of RRHA's properties and neighborhood revitalization activities. Ms. Edwards stated that she would like for RRHA to be highlighted in a positive way during the Governor's Housing Conference.

Ms. Edwards stated that she has been invited to participate in the Apple Ridge Farm Career Day on July 25th. Ms. Edwards stated that she is looking forward to meeting with the Academic Summer Camp participants and sharing information with them regarding the RRHA Executive Director role and duties.

Commissioner Burruss commended the staff for the increased Public Housing Occupancy rate and stated that it is obviously a well-tuned, finely orchestrated effort.

Vice-Chair Boitnott thanked Ms. Edwards for her report and asked if there were

any questions. There were none.

3. Staff Reports

Vice-Chair Boitnott asked if there were any staff reports. There were none.

4. Committee Reports

Vice-Chair Boitnott asked for committee reports.

Vice-Chair Boitnott stated that the Affiliates Committee had met and discussed the possible pending sale of 8 Jefferson Place. Vice-Chair Boitnott stated that he had commented to Ms. Edwards that three years ago the Affiliates Committee was not a fun committee to serve on and that the staff has done a great job of getting things in order and fulfilling the mission of RRHA.

Commissioner Karnes stated that the Personnel Committee had met and discussed the Disciplinary Action Policy and, after review by legal counsel, the policy may be brought before the Board in August.

5. Commissioner Comments

Vice-Chair Boitnott asked if there were any Commissioner comments. There were none.

6. Residents or other community members to address the Board

Vice-Chair Boitnott asked if there were any residents or other community members who would like to address the Board. There were none.

III. CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, June 25, 2012.

RECOMMENDED ACTION: Dispense with the reading thereof and approve as

recorded.

C-2 Monthly Operations Report for the month of June 2012.

RECOMMENDED ACTION: File as submitted

Commissioner Smith introduced a motion to approve the Consent Agenda. The motion was seconded by Commissioner Karnes and upon roll call the following vote was recorded:

AYES: Commissioners Burruss, Butler, Karnes, Smith, Witten, Boitnott

NAYS: None

Vice-Chair Boitnott thereupon declared said motion carried as introduced.

IV. **REGULAR AGENDA**

1. Resolution No. 3707

Mr. Shank asked for approval of Resolution No. 3707 awarding a contract for replacement of heating and domestic hot water boilers for Melrose Towers using Public Housing Operating Reserve funds. Mr. Shank stated that the project had been in the Capital Fund Project Plan to be completed several years in the future; however, accessing Operating Reserves will allow the project to be completed sooner.

Vice-Chair Boitnott asked if there were any questions. There were none.

Commissioner Butler introduced Resolution No. 3707 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDED A CONTRACT FOR REPLACEMENT OF HEATING AND DOMESTIC HOT WATER BOILERS FOR MELROSE TOWERS USING PUBLIC HOUSING OPERATING RESERVE FUNDS

WHEREAS, in FY 2012 pursuant to the HUD Appropriations Act, Public Housing Authorities (PHAs) may use the portion of operating reserves above the HUD recommended minimum operating reserve levels for capital improvements; and

WHEREAS, the HUD recommended minimum operating reserve level for PHAs with 250 or more units is four months of formula expenses or \$100,000, whichever is greater; and

WHEREAS, VA11-6 Melrose Towers, AMP 206 has sufficient operating reserves above the recommended minimum level to fund replacement of heating and domestic hot water boilers for Melrose Towers; and

WHEREAS, Domestic Hot Water Heater Upgrades and HVAC Upgrades for Melrose Towers, were included on the 2011 Annual Plan update to the 2010 – 2014 Annual Plan, which was approved by the RRHA Board of Commissioners by Resolution No. 3648 on June 27, 2011; and

WHEREAS, RRHA needs a qualified contractor to replace the heating and domestic hot water boilers; and

WHEREAS, RRHA issued an Invitation for Bid on June 10, 2012, with bids being due on July 3, 2012; and

WHEREAS, RRHA received three (3) responsive bids to the invitation which were opened for consideration, such bids being as follows:

<u>Bidder</u>	<u>Total Bid Amount</u>
Prillaman and Pace, Inc.	\$412,000
Southern Air, Inc.	\$465,575
Valley Boiler and Mechanical, Inc.	\$293,000

WHEREAS, the lowest responsive bid in this procurement was submitted by Valley Boiler and Mechanical, Inc., with a bid amount of \$293,000; and

WHEREAS, the amount of the bid submitted by Valley Boiler and Mechanical, Inc. was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate, based on RS Means Cost Data, for the project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Valley Boiler and Mechanical, Inc. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends an award to Valley Boiler and Mechanical, Inc.; and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such bid and execute an appropriate contract.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

- (1) The bid submitted by Valley Boiler and Mechanical, Inc. be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between Valley Boiler and Mechanical, Inc. and RRHA for the fixed price of \$293,000.
- (3) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

The motion was seconded by Commissioner Smith and upon roll call the following vote was recorded:

AYES: Commissioners Burruss, Butler, Karnes, Smith, Witten, Boitnott

NAYS: None

Vice-Chair Boitnott thereupon declared said motion carried and Resolution No. 3707 adopted as introduced.

2. Resolution No. 3708

Mr. Bustamante asked for approval of Resolution No. 3708 approving a revised Admissions and Continued Occupancy Policy for the Public Housing Program. Mr. Bustamante highlighted the changes related to the Violence Against Women's Act (VAWA) and the Grievance Procedures for applicants, tenants, and non-citizens. Mr. Bustamante noted that Chapter 5 changes will require HUD approval before implementation because they are part of RRHA's Tenant Selection and Assignment Plan (TSAP).

Vice-Chair Boitnott asked if there were any questions. There were none.

Commissioner Smith introduced Resolution No. 3708 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY TO APPROVE A REVISED ADMISSIONS AND CONTINUED OCCUPANCY POLICY FOR THE PUBLIC HOUSING PROGRAM

WHEREAS, the Roanoke Redevelopment and Housing Authority's (RRHA) Board of Commissioners and staff are committed to providing safe and affordable housing to eligible individuals and families, including persons with disabilities; and

WHEREAS, the United States Department and Housing and Urban Development has authorized Public Housing Agencies (PHA) to administer a Public Housing Program, through the use of its Admissions and Continued Occupancy Policy (ACOP); and

WHEREAS, the ACOP must state the PHA's policies on matters for which the PHA has discretion to establish local policies; and

WHEREAS, a PHA is required to revise its ACOP as necessary to remain in compliance with the Department of Housing and Urban Development (HUD) regulations as set forth in 24 CFR 5, 8, 902, 903, 945, 960, 965 and 966; and

WHEREAS, the current ACOP of the RRHA, dated April 25, 2011 states that RRHA will review and update the ACOP at least once a year; and

WHEREAS, RRHA staff have reviewed the ACOP and made revisions to reflect changes in regulations and RRHA operations; and

WHEREAS, each household in RRHA's Public Housing program was provided notice of proposed revisions to the Grievance Procedure and a 30-day period to submit comments, as required by HUD.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

1. The Revised Admissions and Continued Occupancy Policy for Public Housing Program, with revised chapters in substantially the form circulated to the Board, is approved.
2. The Executive Director be and hereby is authorized and directed to make minor procedural changes as necessary between annual updates.

The motion was seconded by Commissioner Butler and upon roll call the following vote was recorded:

AYES: Commissioners Burruss, Butler, Karnes, Smith, Witten, Boitnott

NAYS: None

Vice-Chair Boitnott thereupon declared said motion carried and Resolution No. 3708 adopted as introduced. Vice-Chair Boitnott congratulated Mr. Bustamante on approval of the first Resolution he has presented to the Board.

3. Resolution No. 3709

Ms. Shampine asked for approval of Resolution No. 3709 approving a revised Administrative Plan for the Section 8 Housing Choice Voucher Program. Ms. Shampine highlighted changes related to VAWA, income verification, and RRHA's ability to deny portability moves without HUD approval due to funding.

Vice-Chair Boitnott asked if there were any questions. There were none.

Commissioner Burruss introduced Resolution No. 3709 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY TO APPROVE A REVISED ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the Roanoke Redevelopment and Housing Authority's (RRHA) Board of Commissioners and staff are committed to providing safe and affordable housing to eligible individuals and families, including persons with disabilities; and

WHEREAS, the United States Department and Housing and Urban Development (HUD) has authorized Public Housing Agencies (PHA) to administer a Housing Choice Voucher (HCV) program, through the use of the PHA's Administrative Plan; and

WHEREAS, the Administrative Plan must state the PHA's policies on matters of which the PHA has discretion to establish local policies; and

WHEREAS, a PHA must administer its program in accordance with its Administrative Plan; and

WHEREAS, a PHA is required to revise its Administrative Plan as necessary to remain in compliance with HUD regulations and requirements set forth in 24 CFR 5, 8, 35, 92, 882, 887, 888, 903, 908, 982, 983, 984, and 985; and

WHEREAS, the current Administrative Plan for the Section 8 HCV Program of the RRHA, dated April 25, 2011, states that RRHA will review and update the Administrative Plan at least once a year; and

WHEREAS, RRHA staff have reviewed the Administrative Plan and made revisions to reflect changes in regulations and RRHA operations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners to the City of Roanoke Redevelopment and Housing Authority that:

1. The Revised Administrative Plan for the Section 8 Housing Choice Voucher Program, with revised chapters in substantially the form circulated to the Board, is approved.
2. The Executive Director be and hereby is authorized and directed to make minor procedural changes as necessary between annual updates.

The motion was seconded by Commissioner Butler and upon roll call the following vote was recorded:

AYES: Commissioners Burruss, Butler, Karnes, Smith, Witten, Boitnott

NAYS: None

Vice-Chair Boitnott thereupon declared said motion carried and Resolution No. 3709 adopted as introduced.

4. Resolution No. 3710

Mr. Wynter asked for approval of Resolution No. 3710 authorizing the submission of a revised Section 32 Homeownership Plan application to the U.S. Department of Housing and Urban Development.

Commissioner Burruss asked what an ACC unit was. Mr. Wynter stated that

ACC stood for Annual Contributions Contract and refers to Public Housing units.

Ms. Edwards explained that the HUD audit in 2006 identified a problem due to RRHA having sold some ACC units without obtaining HUD releases. RRHA attempted for three years to have the houses removed from RRHA's inventory list in the HUD system; however, there was no mechanism readily available for inventory removal because RRHA had not obtained the HUD releases. Ultimately, HUD allowed RRHA to substitute those houses for other houses in the 5(h) Lease-Purchase Homeownership Program. The substitution was necessary because HUD had replaced 5(h) Homeownership with the Section 32 Homeownership program, meaning there could be no net increase in 5(h) units. The five houses referred to in Resolution 3710 are the 5 units that were removed from the 5(h) program to allow for the substitution of the units in order to facilitate removal from inventory of those houses that had been sold without HUD releases. The reduction in total units in the revised Section 32 application reflects a decision to continue operating the 5(h) program as a separate program rather than incorporating remaining 5(h) units into the Section 32 application because RRHA encountered difficulty when individuals who had met terms of their Lease-Purchase Agreements were ready to purchase homes, and HUD would not release them for sale because they were listed in a pending application. Therefore, the units in the 5(h) program have been removed from the application, and RRHA will continue to operate the 5(h) program until all of the homes in that program are sold.

Commissioner Burruss stated that Ms. Edwards gave an impressive summary.

Vice-Chair Boitnott asked if there were any other questions. There were none.

Commissioner Witten introduced Resolution No. 3710 and moved its adoption as

introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE SUBMISSION OF A REVISED SECTION 32 HOMEOWNERSHIP PLAN APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority (RRHA) approved Resolution No. 3626 on December 20, 2010 to authorize the Executive Director to execute documents and provide required certifications to submit a Section 32 Homeownership Plan application to the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the Section 32 Homeownership Plan application was submitted to HUD and, prior to completion of HUD's review, RRHA determined that the application should be revised; and

WHEREAS, the RRHA Board of Commissioners received a briefing and summary report on the overall unit count and building type, method and terms of sale, rehabilitation standards, property acquisition criteria, and purchaser eligibility and selection and other criteria specific to submission of a homeownership plan in accordance with the Quality Housing and Work Responsibility Act (QHWRA) which permits Public Housing Authorities, through Section 32 of the U.S. Housing Act of 1937 (the Act), to make public housing dwelling units available for purchase by low-income families as their principal residence; and

WHEREAS, Section 32 permits Public Housing Authorities to use Section 32 Homeownership program proceeds to fund a homeownership plan under the Act; and

WHEREAS, RRHA has net proceeds from prior homeownership programs which can also be used to fund a HUD-approved homeownership plan; and

WHEREAS, RRHA included a plan to seek HUD approval for a Section 32 Homeownership program, in order to continue promoting homeownership opportunities, in the 2010-2014 Agency Plan and 2010 Annual Plan which was approved by the RRHA Board of Commissioners and submitted to HUD in July 2010 and approved by HUD on October 1, 2010; and

WHEREAS, RRHA included a plan to submit a revised Section 32 Homeownership application to HUD in the 2012 Annual Plan update to the 2010-2014 Agency Plan approved by the RRHA Board of Commissioners by Resolution No. 3701 on June 25, 2012 and submitted to HUD on July 10, 2012.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

1. The Executive Director is authorized to execute documents and provide required certifications to submit a revised Section 32 Homeownership Plan application to the U.S. Department of Housing and Urban Development to make five (5) public housing units and sixteen (16) newly constructed or rehabilitated units available for purchase by low-income families as their principal residence.

The motion was seconded by Commissioner Smith and upon roll call the following vote was recorded:

AYES: Commissioners Burruss, Butler, Karnes, Smith, Witten, Boitnott

NAYS: None

Vice-Chair Boitnott thereupon declared said motion carried and Resolution No. 3710 adopted as introduced.

5. Resolution No. 3711

Mr. Shank asked for approval of Resolution No. 3711 authorizing the execution of documents necessary to consummate the sale of property at 712 Jamison Avenue, SE, bearing City of Roanoke Tax Map Number 4012915, to Rebuilding Together - Roanoke.

Commissioner Butler asked whether Rebuilding Together was affiliated with Total Action Against Poverty (TAP) or another local nonprofit and whether Rebuilding Together would assist the prospective buyer with going through the financing process. Mr. Shank stated that Rebuilding Together is an independent entity that was started in the City of Roanoke in 1989 and is currently headed by Mr. Ed Murray. Ms. Edwards stated that Mr. Wynter had spoken with Rebuilding Together, and their intention is to rehabilitate the home for affordable homeownership. Ms. Edwards stated that, at this time, Rebuilding Together does not help homeowners access mortgage loans and would most likely refer prospective buyers to other non-profit agencies such as TAP for

assistance.

Commissioner Butler stated that helping prospective homeowners with financing, saving, and preparing to purchase a home is every bit as important as the rehabilitation of the home. Ms. Edwards agreed with Commissioner Butler.

Commissioner Burruss asked if the property benefited from the Southeast by Design program. Mr. Shank stated that the home is located in the area that was targeted in the Southeast by Design program.

Commissioner Burruss asked for clarification as to whether the home had been rehabilitated and then not cared for, resulting in subsequent deterioration. Mr. Shank confirmed that was the case.

Ms. Edwards stated the home is included in RRHA's credit line that loaned funds to the owners for rehabilitation of their homes. The owner defaulted on the loan obligation, and RRHA had to foreclose. The home has a balance in the credit line of approximately \$28,000 and, after the sale, there will remain a balance of approximately \$8,000. Mr. Shank and Mr. Wynter determined that it would take substantially greater funds to rehabilitate the home than could be gained on a post-rehabilitation sale of the home so this sale minimizes the losses RRHA will incur.

Commissioner Burruss stated that the funds were invested to help the homeowner and then the home was not cared for and deteriorated. Commissioner Burruss asked if there were any classes with the Southeast by Design Program such as homeownership classes and accountability for taking care of the property. Ms. Edwards stated that, to her knowledge, there were no such classes included in the program.

Vice-Chair Boitnott asked if there were any other questions. There were none.

Commissioner Smith introduced Resolution No. 3711 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE THE SALE OF PROPERTY AT 712 JAMISON AVENUE, SE, BEARING CITY OF ROANOKE TAX MAP NUMBER 4012915, TO REBUILDING TOGETHER ROANOKE

WHEREAS, the Roanoke Redevelopment and Housing Authority (RRHA) administers an owner-occupied rehabilitation loan program that is financed by a line of credit with SunTrust Bank; and

WHEREAS, due to default by the property owner on the obligations of the loan, RRHA foreclosed on a house located at 712 Jamison Avenue, SE, bearing City of Roanoke Tax Map Number 4012915 (the Property), on June 2, 2010; and

WHEREAS, RRHA wishes to further its goal of revitalizing communities by creating homeownership opportunities; and

WHEREAS, the property has been made available for sale since December 2010; and

WHEREAS, extensive repairs are necessary to the interior and exterior of the property; and

WHEREAS, Rebuilding Together Roanoke has made an offer to purchase the Property for the amount of \$20,000, and

WHEREAS, the RRHA has determined that selling this property to Rebuilding Together Roanoke for the purpose of providing an affordable single family home is the best use of the property; and

WHEREAS, the sale proceeds will be applied to the SunTrust Bank line of credit to offset the mortgage principal amount remaining upon foreclosure.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is hereby authorized and directed to execute documents necessary to consummate the sale of property at 712 Jamison Avenue, SE, bearing City of Roanoke Tax Map Number 4012915, to Rebuilding Together Roanoke for the price of \$20,000.

The motion was seconded by Commissioner Burruss and upon roll call the

following vote was recorded:

AYES: Commissioners Burruss, Butler, Karnes, Smith, Witten, Boitnott

NAYS: None

Vice-Chair Boitnott thereupon declared said motion carried and Resolution No. 3711 adopted as introduced.

6. Executive Session

Commissioner Burruss moved that the Commissioners enter into Executive Session for the purpose of consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the RRHA in accordance with Virginia Code Section 2.2-3711(A)(7).

The motion was seconded by Commissioner Smith and upon roll call the following vote was recorded:

AYES: Commissioners Burruss, Butler, Karnes, Smith, Witten, Boitnott

NAYS: None

The Board of Commissioners entered into Executive Session at 3:30 p.m.

The Board reconvened into open session at 4:10 p.m.

Commissioner Smith introduced a motion stating the members of the Board of Commissioners hereby certify to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in the immediately preceding Executive Session.

The motion was seconded by Commissioner Butler and upon roll call the following vote was recorded:

AYES: Commissioners Burruss, Butler, Karnes, Smith, Witten, Boitnott

NAYS: None

Vice-Chair Boitnott asked if there were any other items to come before the Board of Commissioners. There were none.

V. **ADJOURNMENT**

There being no further business to come before the Board, Commissioner Burruss moved that the meeting be adjourned.

The motion was seconded by Commissioner Karnes and upon roll call the following vote was recorded:

AYES: Commissioners Burruss, Butler, Karnes, Smith, Witten, Boitnott

NAYS: None

Vice-Chair Boitnott declared the meeting adjourned at 4:11 p.m.

Edward Garner, Chairperson

Glenda Edwards, Secretary-Treasurer

Proposed ACOP Revisions 7-23-12

Proposed revisions to the RRHA Admissions and Continued Occupancy Policy (ACOP) are summarized below. Note that the summary only includes substantive revisions. Corrections to spelling or grammar and updated references to regulations and HUD notices are not listed. All revisions are highlighted in the separate redlined document provided to Commissioners for review. Chapters without any proposed revisions are not included.

Revised Chapter	Summary of Proposed ACOP Revisions
2	<p>Added text and bullet under 2.I.A. relative to HUD regulations providing protections regarding sexual orientation, gender identity, and marital status; added text and reference related to above revision, and changed PHA Policy under 2.I.B;</p> <p>Added additional bullet to 2-II.D. describing required handling of confidential records related to disability;</p> <p>Reworded description of reasonable accommodation request consideration factors in 2-II.E. to enhance clarity;</p>
3	<p>Changed text under 3-1.B. Family, and added two definitions to comply with HUD regulations as noted for Chapter 2 above;</p> <p>Revisions in 3-I.C., 3-III.C., and 3-III.F to incorporate provisions of the Violence Against Women Act (VAWA) final rule that became effective November 26, 2010;</p>
5	Text revisions in 5-II.D. to clarify definition of good cause for refusing to accept a unit offer and to incorporate provisions of the VAWA final rule;
6	Added text in 6-I.G. to describe procedure for calculation of equity in real property or other capital investments;
7	Changed text in 7-II.B. for consistency with HUD notice regarding documentation requirements relative to valid Social Security Number;
8	<p>Added text to 8-I.B. to address provisions of the VAWA final rule;</p> <p>Added text to 8-II.B. to address provisions of the PHAS interim rule regarding RRHA's obligation to inspect units;</p>
12	<p>Policy updated in 12-III.C., 12-III.F. to address provisions of the VAWA final rule;</p> <p>Text revisions in 12-IV.D to clarify definition of good cause for refusing to accept a unit for transfer and to address provisions of the VAWA final rule;</p>
13	<p>13-III.F. completely revised to incorporate provisions of the VAWA final rule;</p> <p>Text revisions in 13-IV-D. to incorporate provisions of VAWA final rule and to address provisions in the Virginia Landlord Tenant Act related to the notice period requirements for lease termination.</p>

14	<p>Completely revised chapter related to informal hearing procedures with the goal of increasing uniformity among the various types of hearings, providing additional guidance to the hearing officer(s) regarding their discretion and to conform with governing state and federal law and HUD regulations;</p> <p>Major proposed changes to the RRHA Grievance Procedure include the following:</p> <p>With regard to informal hearings for applicants:</p> <ul style="list-style-type: none"> • Clarifying the right to dispute potential denials of an applicant based on criminal records and certain information from sex offender registries. • Clarifying standards regarding the hearing officer's discretion to overturn an RRHA decision. <p>With regard to hearings for non-citizens:</p> <ul style="list-style-type: none"> • Clarifying the grounds on which the hearing officer may refuse to receive evidence. • Setting forth that a non-attorney representative for a family must complete appropriate paperwork the day prior to the hearing to authorize that person to appear for them. <p>With regard to grievance procedures for public housing residents:</p> <ul style="list-style-type: none"> • Clarifying the use of informal settlement of grievance meetings between the tenant and the property manager prior to initiation of the formal grievance process and setting forth standards that the hearing officer may consider when determining whether to waive the informal settlement of grievance process. • Setting forth standards regarding when a hearing officer may reschedule a formal grievance hearing and how many times those hearings can be rescheduled. • Setting forth that a non-attorney representative for a family must complete appropriate paperwork the day prior to the hearing to authorize that person to appear for them. • Clarifying the grounds on which the hearing officer may refuse to receive evidence. • Clarifying standards regarding the hearing officer's discretion to overturn an RRHA decision. • Clarifying the method by which the RRHA Board of Commissioners can be asked to review a decision of a hearing officer and the grounds the Board of Commissioners may consider on review.
16	<p>Revised Introduction, Part VII, description to address VAWA additions;</p> <p>Completely revised 16-I.E. related to criteria and procedures for individual relief from utility allowances, to conform with HUD regulations;</p> <p>Revised 16-IV.B.and 16-IV.C. to conform with PHAS indicators included in the PHAS interim rule;</p> <p>Completely revised 16-VII to incorporate provisions of the VAWA final rule.</p>

Proposed Administrative Plan Revisions 7-23-12

Proposed revisions to the RRHA Administrative Plan are summarized below. Note that the summary only includes substantive revisions. Corrections to spelling or grammar and updated references to regulations and HUD notices are not listed. All revisions are highlighted in the separate redlined document provided to Commissioners for review. Chapters without any proposed revisions are not included.

Revised Chapter	Summary of Proposed Administrative Plan Revisions
2	<p>Added text and bullet under 2.I.A. relative to HUD regulations providing protections regarding sexual orientation, gender identity, and marital status; added text and reference related to above revision, and changed PHA Policy under 2.I.B.;</p> <p>Added additional bullet to 2-II.D. describing required handling of confidential records related to disability;</p> <p>Reworded description of reasonable accommodation request consideration factors in 2-II.E. to enhance clarity;</p>
3	<p>Added definitions for Gender Identity and Sexual Orientation in 3-I.B.;</p> <p>Text changes throughout chapter to incorporate provisions of the Violence Against Women Act (VAWA) final rule that became effective November 26, 2010;</p>
5	<p>Text changes in 5-I.B. and 5-I.C. to include information related to protections provided by the VAWA final rule and the Protecting Tenants at Foreclosure Act (PTFA) in the Briefing Packet provided to participants;</p> <p>Text changes in 5-I.C. to incorporate provisions of the VAWA final rule;</p>
6	<p>Added text in 6-I.G. to describe procedure for calculation of equity in real property or other capital investments;</p>
7	<p>Changes throughout the chapter to reflect provisions of HUD Notice 2012-10 regarding use of EIV and UIV systems and reports;</p> <p>Complete revision of 7-I.D. to conform to provisions of HUD Notice 2012-19 regarding third-party verification;</p> <p>Complete revisions of 7-II.B. to conform to provisions of HUD Notice 2012-10 regarding Social Security Numbers;</p>
8	<p>Additions in 8-I.B., 8-I.C., and 8-II.A., to clarify RRHA standards and procedures related to inspections;</p>
9	<p>Text changes in 9.I.A. to address provisions of the VAWA final rule;</p>
10	<p>Changes throughout the chapter to incorporate provisions of the VAWA final rule;</p> <p>Added text to 10-I.B. to clarify RRHA policy regarding denial of moves due to insufficient funding or when grounds exist to terminate or deny assistance;</p> <p>Added text in 10-II.B. regarding RRHA contacting the receiving housing authority prior to approving or denying portability moves to conform to provisions of HUD Notice 2011-3;</p> <p>Revised text in 10-II.C. to incorporate provisions of HUD Notice 2011-3</p>

	regarding RRHA's responsibilities and procedures relative to incoming portability moves;
12	<p>Text and reference changes throughout chapter to incorporate provisions of the VAWA final rule;</p> <p>Added text to 12-I.E. regarding treatment of special purpose vouchers in cases of funding shortfalls;</p> <p>Revised 12-II.F. to clarify procedures for providing written notice of termination of assistance and added specific requirements for special notice when termination is based on criminal record or immigration status;</p> <p>Added text in 12-III.B. to clarify definition of "Other Good Cause" relative to owners terminating tenancy;</p>
13	<p>Text changes in 13-I.C. reflect provisions of the VAWA final rule;</p> <p>Added new 13-II.G. to incorporate tenant protections included in provisions of the PTFA;</p>
16	<p>Revisions to Part III related to informal hearing procedures with the goal of increasing uniformity among the various types of hearings, providing additional guidance to the hearing officer(s) regarding their discretion and to conform with governing state and federal law and HUD regulations;</p> <p>Major proposed changes to the RRHA Grievance Procedure include the following:</p> <p>With regard to informal hearings for applicants:</p> <ul style="list-style-type: none"> • Clarifying the right to dispute potential denials of an applicant based on criminal records and certain information from sex offender registries. • Clarifying standards regarding the hearing officer's discretion to overturn an RRHA decision. <p>With regard to hearings for non-citizens:</p> <ul style="list-style-type: none"> • Clarifying the grounds on which the hearing officer may refuse to receive evidence. • Setting forth that a non-attorney representative for a family must complete appropriate paperwork the day prior to the hearing to authorize that person to appear for them. <p>With regard to grievance procedures for participants:</p> <ul style="list-style-type: none"> • Setting forth standards regarding when a hearing officer may reschedule a formal grievance hearing and how many times those hearings can be rescheduled. • Setting forth that a non-attorney representative for a family must complete appropriate paperwork the day prior to the hearing to authorize that person to appear for them. • Clarifying the grounds on which the hearing officer may refuse to receive evidence. • Clarifying standards regarding the hearing officer's discretion to overturn an RRHA decision. • Clarifying the method by which the Executive Director or designee can be asked to review a decision of a hearing officer and the grounds the Executive Director or designee may consider on review.

	Part IX rewritten to conform to provisions of the VAWA final rule. Text and reference changes throughout to reflect VAWA final rule;
17	Added text to 17-II.A. to incorporate provisions of HUD Notice PIH 2011-54 regarding following proposal selection requirements for Project-Based Vouchers; Text changes in 17-VI.G.to address confidentiality provisions of the VAWA final rule.

**Section 32 Homeownership Program
Revised Application Summary**

Program Term:	5 years
Number of Units:	Total of 21 Units 5 – ACC units converted to homeownership 16 – New construction or rehabilitation
Size:	New construction units will be 3 bedrooms
Financial Assistance:	25 – Families eligible for foreclosure assistance
Projected Budget:	Total of \$2,753,000 \$1,426,000 – 5(h) Homeownership Program funds & Previous homeownership program funds \$1,784,000 – estimated proceeds from home sales

Program Description:

All units will be sold through a direct sale fee simple transaction directly by RRHA to the purchaser

Eligible Participants

Existing Public Housing residents, Section 8 participants, and qualifying low-income individuals or families in the City of Roanoke.

Purchasers are required to attend homeownership education classes.

Income Eligibility & Downpayment Assistance

Purchasers must meet the following income criteria:

- Minimum purchaser income amount and percentage of AMI: \$ 18,950 = 30% (family of four)
- Maximum purchaser income amount and percentage of AMI: \$ 50,550 = 80% (family of four)

Downpayment criteria & assistance:

- Purchaser is required to provide at least 1% of sales price of purchaser's own funds towards their down payment.
- RRHA will provide grant dollars not to exceed 20% of the purchase price to assist with closing costs and/or assist with down payment.
- RRHA residents will also be encouraged to obtain down payment assistance through the Individual Development Account (IDA) and the Virginia Individual Development Account (VIDA) program and the as a means to assist residents with their initial

down payment. Both of these programs offer matching funds for families that save money for the purpose of purchasing a home.

- RRHA's ROSS Homeownership grants that provide Individual Savings Accounts (ISA) for residents offer another opportunity for save for down payment.
- Families can also seek financial assistance through the City of Roanoke Down Payment Assistance program which provides qualifying candidates' assistance up to \$8,000 with closing costs and matching down payments.

Foreclosure Assistance

The program will use a portion of sale proceeds to incorporate a foreclosure-prevention effort for RRHA's owner-occupied rehabilitation grant and loan program in partnership with the City of Roanoke. Rehabilitation was financed through a combination of grants and loans made available by the City of Roanoke from CDBG and HOME funds as well as loans financed through SunTrust Bank by means of a credit line to RRHA.

Terms of Sale

The homes will be sold for the appraised price, which will vary depending on house size and location.

Purchasers are required to obtain a mortgage from a private lending institution.

Funding

Current 5(h) Homeownership funds and funds from a homeownership program RRHA operated prior to the 5(h) program will be transferred into the Section 32 Homeownership program.

Program funds are planned to be used to construct or rehabilitate 16 additional homeownership structures over the 5 year term.

RRHA will apply for CDBG funds and other sources of funding to subsidize program expenses.

ROANOKE VA

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Property Information Card for: CITY OF ROANOKE REDEVELOPMENT AND HO
2624 SALEM TURNPIKE NW
ROANOKE VA 24017



PARCEL INFORMATION

Tax Number	4012915	Property Acres	0.1194
Property Address	712 JAMIGON AVE SE	Overlay Zoning	Conservation District
Legal Description	LOT 16 BLK 12 BEL	Property Frontage	40 Feet
Deed Reference	100005282	Property Avg. Depth	130.00 Feet
Deed Reference 2	CONV000000	Property Area	5,201
Prev. Sale Date	05/30/1983	Basement Area	364
Prev. Sale Price	17000	Land Assessment	\$5,600.00
Sale Date	06/04/2010	Improvements	\$45,400.00
Sale Price	\$29,000.00	Total	\$51,000.00
Owner	CITY OF ROANOKE REDEVELOPMENT AND HOUSING		
Address	2624 SALEM TURNPIKE NW ROANOKE VA 24017		

DISCLAIMER: The information contained on this page is NOT to be construed or used as a "legal description." Map information is believed to be accurate but accuracy is not guaranteed. Any errors or omissions should be reported to the City of Roanoke Engineering Department. In no event will the City of Roanoke be liable for any damages, including loss of data, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains.