

HOUSING AUTHORITY OF CALVERT COUNTY

**480 Main Street * Prince Frederick * Maryland * 20678
410-535-5010 * 301-855-1350 * fax 410-535-4286
mail@calverthousing.org**

**BOARD MEETING AGENDA
October/November 16, 2020**

Commissioners:

**Judy Hooker, Chairperson
Harriet Gosset, Vice Chair
Maureen Hoffman
Leonard Winkler
Ricardo Piereck, Esq**

Staff:

**Shawn Kingston, Executive Director
Rick Cox, Director of Operations
Amy Crisp, Director of Rental Services
Joyce Garza, Director of Finance**

1. Call to Order
2. Roll Call
3. Agenda Additions or Corrections
4. Minutes Corrections or Additions
September 23, 2020
5. Motion to Approve Minutes
6. Executive Briefing
7. Staff Reports
 - Finance Report
 - Rental Services Report
 - Operations Report
8. Public Comments
9. New Business
10. Adjournment
11. Executive Session

**Reasonable accommodation provided upon request.
Please submit request two days in advance of the meeting.**

**Agenda is subject to change.
Items added for consideration will be included on a revised agenda.**

**Dates and times of the Board meetings are posted on the Calvert County Bulletin Board.
Dates and times are subject to change with or without notice.**

For more information, contact Sharon Shifflett @ 410-535-5010 ext. 300

Housing Authority of Calvert County

Executive Summary As of 11/14/20

The staff has done an excellent job working in a harsh environment during the worst pandemic since 1918.

The concentration for the last several weeks has been on restoring 480 Main Street and maintaining stable operations. Due to the drastic uptick in COVID 19, the housing authority concentration will remain staff, participants, tenants, and public safety.

As such, staff is taking measure for minimum public contact and expansion project are on hold until at least January 2021.

Lumber prices have increased exponentially over the last several months. At the current level the development of the Lusby property isn't feasible without nine percent tax credits. If nine percent aren't awarded the four percent tax credit is usually used as a safe haven drop back; we are currently priced out.

Calvert Pines I (CPI) is our area of concentration. The rehab - payoff loan per the resolution was settled on the 9th of November 2020. The lawyer for the title company didn't object to my certification of the resolution but would like all the Board to attest. He at least agreed to counterpart signatures. He would like to use their standard form.

The CPI rehab areas of concentration are elevators, common area carpet (replace with LVT), entrance doors, and security system.

We have four elevator bids ranging from \$415,983 to \$299,872. I contracted with Chip Keener from Studio K Architect for his professional bid review.

We had five bids for LVT and I have selected Allen Scott Flooring; \$21,548 –lowest bid and best warranty; highest \$35,305, range \$13,757, median \$24,775, and average \$26,577.

We are still waiting on doors and security bids.

The canyon project at Calvert Pines II is in the hands of Calvert County Government. I couldn't identify any saving.

I don't expect any pressing activity between now and January 2021.

Join Meeting:

<https://meetings.vonage.com/856930347>

Ph: 732-200-1872
ID - 856930347

**BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF CALVERT COUNTY**

**BOARD MEETING MINUTES
September 23, 2020**

CALL TO ORDER: The meeting was called to order at 9:05 A.M.

ROLL CALL:

The Housing Authority Strictly Adheres to Social Distancing

Commissioners Present Remote:

- Judy Hooker, Chairperson
- Harriet Gossett, Vice Chair
- Maureen Hoffman
- Ricardo Piereck, Esq.

Commissioner Winkler joined later in the meeting.

Quorum Present: Yes

Staff Present Remote

- Shawn Kingston, Executive Director
- Amy Crisp, Director of Rental Services
- Joyce Garza, Director of Finance

AGENDA ADDITIONS OR CORRECTIONS: None

MINUTES ADDITIONS OR CORRECTIONS:

- Commissioner Piereck motioned to approve the minutes, Commissioner Hoffman seconded. Motion carried: 4 Ayes, 0 Nays

EXECUTIVE SUMMARY:

- **CALVERT PINES I:**

Resolution HACC CPI - Preservation Project HACC CPI 2020-01:

Loan with Virginia Bank not to exceed 1,400,000 at 2.7% interest rate, 30 year amortization. We will be paying off the existing debt of \$568,410.59. Excess proceeds are to be used to replace 40 year old elevators, door entrance system, alarm system and common area flooring.

On September 23, 2020 Commissioner Hoffman motioned to approve the resolution, Commissioner Piereck seconded. Motion carried: 4 Ayes, 0 Nays.

- **The main office** is still under construction. The county has offered additional space during the renovations. Reviewing estimates and remodeling options.

- **Staff:**

Rick Cox remains out on sick leave, Carl O'Dell, Maintenance Tech is out with a broken wrist that will need surgery, and Lucretia Estep will be out a week for shoulder surgery. These injuries are not work related.

- **CALVERT PINES I**

The roof panels have been ordered, expect delivery in 10-12 weeks.

Elevators failure rate is once a week or more, so they need to be replaced.
Received two estimates: Delaware Elevator \$500,000 & Elevator Control \$397,000

- **CALVERT PINES II STORM WATER:**

Maintenance has been building flow controls because of the storm water control issue.

The project consists of two areas (A & B). We will start with area A first (the canyon). Area B is in the woods behind Calvert Pines I and we will work on it next year as it does not present a danger to our facilities.

- **LUSBY PROPERTY:**

45 Appeal Ln – 50 Unit Family Affordable Housing. Green Street Housing is coming out in October to gauge their interest.

- **SOUTHERN PINES I & II:**

No issues

- **PRIORITY:** For the next several weeks we will be restoring the main office.

Commissioner Winkler joined the meeting

STAFF REPORTS:

- **Finance:** Joyce Garza Presented written report.
- **Rental Services:** Amy Crisp presented written report. Last month the DHCD inspected CPI and the review was above average - no findings. Bonnie has done an excellent job.
- **Operations Report:** Elevator inspection is due for CP II

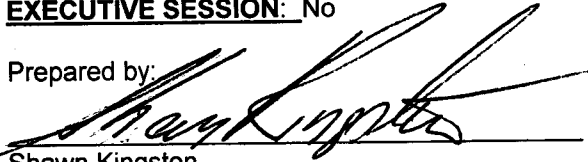
PUBLIC COMMENTS: None

NEW BUSINESS: None

ADJOURNMENT: Commissioner Winkler motioned to adjourn; Commissioner Gossett seconded. Motion carried 5 Ayes, 0 Nays. The meeting was adjourned at 9:45 A.M.

EXECUTIVE SESSION: No

Prepared by:


Shawn Kingston

Date: October 28, 2020
 To: Shawn Kingston, Executive Director
 From: Joyce Garza, Director of Finance
 SUBJECT: Executive Financial Summary through September 30, 2020

BALANCE SHEET/INCOME STATEMENT

Projects show Income (Loss) from operations for the period ended September 30, 2020 as follows:

Three Month Period:

General Fund	\$ 17,181
Section 8	86,571
RAD	61,881
Calvert Pines I	66,663
Calvert Pines II	42,505
Southern Pines I	47,385

BANK ACCOUNT BALANCES

<u>Project</u>	<u>Account Type</u>	<u>Amount</u>
1. General Fund	Operating Account	\$ 1,009,087.24
	Special Loan Program	27,167.34
		<u>\$ 1,036,254.58</u>
2. Section 8	Operating Account	<u>\$ 1,673,043.53</u>
3. RAD	Operating Account	\$ 852,103.55
	Money Market	60,568.83
	Home Sales	85,161.59
		<u>\$ 997,833.97</u>
4. Calvert Pines I	Operating Account	<u>\$ 307,016.26</u>
5. Calvert Pines II	Operating Account	<u>\$ 183,849.78</u>
6. Southern Pines I	Operating Account	<u>\$ 484,726.03</u>
7. Southern Pines II	Operating Account	<u>\$ 44,751.84</u>

Housing Authority of Calvert County
Summary of Operations
For the Period Ended September 30, 2020

	Current Month		Over (Under)	Year To Date		Over (Under)	Percentage of Annual Budget	
	Actual	Budget		Actual	Budget		Actual	Budget
General Fund ¹								
Revenues	\$ 30,806	\$ 20,622	\$ 10,184	\$ 73,314	\$ 61,866	\$ 11,448	30%	\$ 247,464
Expenditures	\$ 42,737	\$ 19,655	\$ 23,082	\$ 56,133	\$ 58,965	\$ (2,832)	24%	\$ 235,860
Surplus (Deficit)	\$ (11,931)	\$ 967	\$ (12,898)	\$ 17,181	\$ 2,901	\$ (15,719)		\$ 11,604
Section 8								
Revenues	\$ 515,564	\$ 367,082	\$ 148,482	\$ 1,510,189	\$ 1,101,246	\$ 408,943	34%	\$ 4,404,984
Expenditures	\$ 468,440	\$ 323,483	\$ 144,957	\$ 1,423,618	\$ 970,449	\$ 453,169	37%	\$ 3,881,796
Surplus (Deficit)	\$ 47,124	\$ 43,599	\$ 3,525	\$ 86,571	\$ 130,797	\$ (44,226)		\$ 523,188
RAD								
Revenues	\$ 68,200	\$ 64,892	\$ 3,308	\$ 265,180	\$ 194,675	\$ 70,505	34%	\$ 778,700
Expenditures	\$ 46,429	\$ 69,886	\$ (23,457)	\$ 203,299	\$ 209,659	\$ (6,360)	24%	\$ 838,636
Surplus (Deficit)	\$ 21,771	\$ (4,994)	\$ 26,766	\$ 61,881	\$ (14,984)	\$ 76,865		\$ (60,936)
Calvert Pines I ²								
Revenues	\$ 51,478	\$ 35,517	\$ 15,961	\$ 234,345	\$ 106,551	\$ 127,794	55%	\$ 426,204
Expenditures	\$ 106,045	\$ 22,214	\$ 83,831	\$ 167,682	\$ 66,642	\$ 101,040	63%	\$ 266,568
Surplus (Deficit)	\$ (54,567)	\$ 13,303	\$ (67,864)	\$ 66,663	\$ 39,909	\$ 26,754		\$ 159,636
Calvert Pines II								
Revenues	\$ 43,133	\$ 36,777	\$ 6,356	\$ 127,877	\$ 110,331	\$ 17,546	29%	\$ 441,324
Expenditures	\$ 35,447	\$ 23,630	\$ 11,817	\$ 85,372	\$ 70,890	\$ 14,482	30%	\$ 283,560
Surplus (Deficit)	\$ 7,686	\$ 13,147	\$ (5,461)	\$ 42,505	\$ 39,441	\$ 3,064		\$ 157,764
Southern Pines I								
Revenues	\$ 62,648	\$ 50,374	\$ 12,274	\$ 191,598	\$ 151,123	\$ 40,476	32%	\$ 604,490
Expenditures	\$ 49,976	\$ 62,063	\$ (12,087)	\$ 144,213	\$ 186,189	\$ (41,976)	19%	\$ 744,754
Surplus (Deficit)	\$ 12,672	\$ (11,689)	\$ 24,361	\$ 47,385	\$ (35,066)	\$ 82,451		\$ 159,736

¹ The General Fund received an insurance payment of \$28,415 in August which is reflected in Revenues in that month. Costs for repairs will be reflected in Expenditures in subsequent months.

² The Calvert Pines I Fund received \$75,000 advance grant funding for roof repairs which is reflected in Revenues in that month. Costs for repairs will be reflected in Expenditures in subsequent months.

HOUSING AUTHORITY OF CALVERT COUNTY
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE MONTH ENDED SEPTEMBER 30, 2020

	BEGINNING BALANCE	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING BALANCE
GENERAL FUND:				
OPERATING ACCOUNT	\$ 991,550.63	\$ 275,165.77	\$ 257,629.16	\$ 1,009,087.24
SPECIAL LOAN FUND	\$ 27,170.34	\$ -	\$ 3.00	\$ 27,167.34
SECURITY DEPOSITS	\$ 3,828.05	\$ 0.10	\$ -	\$ 3,828.15
TOTAL GENERAL FUND	\$ 1,022,549.02	\$ 275,165.87	\$ 257,632.16	\$ 1,040,082.73
SECTION 8:				
OPERATING ACCOUNT	\$ 1,626,913.59	\$ 513,930.66	\$ 467,800.72	\$ 1,673,043.53
TOTAL SECTION 8	\$ 1,626,913.59	\$ 513,930.66	\$ 467,800.72	\$ 1,673,043.53
RAD:				
SCATTERED SITE ACCOUNT	\$ 776,557.25	\$ 128,733.45	\$ 53,187.15	\$ 852,103.55
SECURITY DEPOSITS	\$ 60,561.38	\$ 7.45	\$ -	\$ 60,568.83
INVESTMENTS - GENERAL M.M.	\$ 13,989.87	\$ 1.72	\$ -	\$ 13,991.59
INVESTMENTS - HOME SALES	\$ 85,151.12	\$ 10.47	\$ -	\$ 85,161.59
CASH - RAD REHABILITATION ACT	\$ 341,687.88	\$ 5,042.48	\$ -	\$ 346,730.36
TOTAL RAD	\$ 1,277,947.50	\$ 133,795.57	\$ 53,187.15	\$ 1,358,555.92
CALVERT PINES I:				
OPERATING ACCOUNT	\$ 429,925.60	\$ 52,765.41	\$ 175,674.75	\$ 307,016.26
SECURITY DEPOSITS	\$ 18,949.96	\$ 0.78	\$ -	\$ 18,950.74
RESERVE ACCOUNT	\$ 291,560.13	\$ 5,011.99	\$ -	\$ 296,572.12
TOTAL CALVERT PINES I	\$ 740,435.69	\$ 57,778.18	\$ 175,674.75	\$ 622,539.12
CALVERT PINES II:				
OPERATING ACCOUNT	\$ 177,790.11	\$ 40,969.61	\$ 34,909.94	\$ 183,849.78
SECURITY DEPOSITS	\$ 27,557.90	\$ 3.39	\$ 558.17	\$ 27,003.12
TOTAL CALVERT PINES II	\$ 205,348.01	\$ 40,973.00	\$ 35,468.11	\$ 210,852.90
SOUTHERN PINES:				
OPERATING ACCOUNT	\$ 498,602.92	\$ 62,394.45	\$ 76,271.34	\$ 484,726.03
SECURITY DEPOSITS	\$ 35,704.52	\$ 1.46	\$ 319.02	\$ 35,386.96
OPERATING RESERVE ESCROW	\$ 107,447.17	\$ 8.83	\$ -	\$ 107,456.00
INSIDE OPERATING RESERVE	\$ 13,141.21	\$ 1.08	\$ -	\$ 13,142.29
TOTAL SOUTHERN PINES	\$ 654,895.82	\$ 62,405.82	\$ 76,590.36	\$ 640,711.28
SOUTHERN PINES 2:				
OPERATING ACCOUNT	\$ 44,751.84	\$ -	\$ -	\$ 44,751.84
TOTAL	\$ 5,562,841.82	\$ 1,084,049.10	\$ 1,066,353.25	\$ 5,580,537.67

HOUSING STATISTICS

As of November 6, 2020

Voucher Program

Number of Vouchers	HCV	301
	MS5	14
	FUP	21
	VASH	30
	Port-In	29
	Port-Out	2
	RAD	71
Number Leased		468

Average HAP Amount	\$906
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Waiting List

HCV	1691
RAD	691

Calvert Pines I

Number of Units	52
Number of Vacancies	1
Waiting List	660

Calvert Pines II

Number of Units	48
Number of Vacancies	7
Waiting List	604

Southern Pines

Number of Units	76
Number of Vacancies	1
Waiting List	515

VASH Breakdown:

St. Mary's: 14
 Charles: 2
 Calvert: 14

Program Key:

HCV – Housing Choice Voucher
 HAP – Housing Assistance Payment
 RAD – Rental Assistance Demonstration
 FUP – Family Unification Program
 VASH – Veterans Affairs Supportive Housing
 MS5 - Mainstream

OPERATIONS REPORT – September - November 2020
November 13, 2020

Scattered Site Housing

Vacancies and Unit Turnaround: No houses have become vacant since the most recent report.

Exterior: Housing staff mowed lawns; cleaned gutters; power washed siding; repaired storm doors; replaced flood lights; replaced brick moulding; removed a deck/ramp from a Chesapeake Beach house; and repaired a shed door.

Interior: Housing staff repaired a toilet; replaced heat pump filters; installed new bathroom floor; installed new toilet; repaired a ceiling; repaired a bathroom light fixture; replaced a bathtub diverter; painted a bathroom ceiling; replaced a range burner; and repaired a laundry room door.

Windows: Housing staff installed two new windows at a Chesapeake Beach house; and replaced a window latch at a Chesapeake Beach house.

Septic System: Johnson Septic pumped the septic tank at a Lusby property.

Roof Replacement: G. H. Clark Contractors installed a new roof at a Prince Frederick property.

Plumbing: Walls Plumbing checked for water leaks in the crawl space of a Chesapeake Beach property.

Calvert Pines I

Vacancies and Unit Turnaround: One apartment has become vacant since the most recent report. Housing Authority staff has completed the renovation, including wall preparation and painting. Abbey Carpet installed new carpet.

Exterior: Housing staff has done leaf blowing at the rear of the building. Housing staff installed louver cages (manufactured by Daniel Baker) for the exhaust vents at Calvert Pines I.

Interior: Housing staff installed replacement garbage disposals in two apartments; and repaired an apartment door.

Roof Replacement: RRH Associates will be installing the new roof at Calvert Pines I.

Bathtub Refinish: Central Refinishing repaired a bathtub with a new refinished surface.

Calvert Pines II

Vacancies and Unit Turnaround: Housing staff renovated two vacant apartments, including preparation and painting. Abbey Carpet installed carpet in one of the apartments.

Plumbing: Walls Plumbing cleared a clogged kitchen drain line; cleared a floor drain; and replaced a tub/shower faucet.

Sprinkler System: Johnson Controls came to inspect the sprinkler systems at Calvert Pines I and II.

Entrance Door: ASSA ABLOY repaired the front entrance door.

Heat Pump: Hancock Refrigeration repaired a water leak from a heat pump on the first floor.

Elevators: ADT, Otis and VTCS came for the third-party inspection of the elevators at Calvert Pines II.

Pest Control: TBC Contractors provided roach extermination treatment in an apartment.

Southern Pines I

Vacancies and Unit Turnaround: Housing staff completed renovation in four vacant apartments, including preparation and painting; install blinds; install a new range; install new toilet seat; replace a garbage disposal; and repair a door lock. Walls Plumbing repaired toilet flanges in two apartments. Abbey Carpet cleaned carpet in two apartments.

Interior: Housing staff replaced a toilet seat; repaired a garbage disposal; repaired a leaking bathroom sink; and installed a new filter for a range hood.

Pest Control: TBC Contractors provided roach extermination treatment in two apartments.

Fire Extinguishers: Cintas Fire Protection came for the annual inspection of fire extinguishers at Southern Pines.

732 Gunsmoke Trail

Toilet: Walls Plumbing replaced a toilet.

Housing Authority Office

Interior: Stallings National Enterprises continues the renovation of the office, with installing new walls; wall preparation and new drywall; new ceiling tiles and ceiling lights; and painting.