



Huntsville Housing Authority

BOARD PACK

for

March Board Meeting

Monday, March 20, 2023

12:00 PM (CDT)

Held at:

Resident Services

212 Seminole Drive, Huntsville, Alabama 35805

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AGENDA

MARCH BOARD MEETING



Name:	Huntsville Housing Authority
Date:	Monday, March 20, 2023
Time:	12:00 PM to 1:00 PM (CDT)
Location:	Resident Services , 212 Seminole Drive, Huntsville, Alabama 35805
Board Members:	Leon Fountain (Chair), Chanda Crutcher, Delvin Sullivan, Larry Lowe, Shaquila Willie
Attendees:	Andreas Smith, CEO Antonio McGinnis, Ashley Jones, Carmisha Danson, Carol Jones, Desiree Patterson, Gene Leonard, Jacqueline Egbujo, Michael Norment, Neil Andrew, Teresa Wade-Chase, Teresa Boyd, Turkessa Coleman-Lacey

1. Regular Meeting

1.1 March Board Agenda

Supporting Documents:

1.1.a	March 2023 - Agenda.doc	6
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1.2 CALL TO ORDER

1.3 ROLL CALL

1.4 Approval of February 20, 2023 Minutes

1.5 Confirm Minutes

Supporting Documents:

1.5.a	Minutes : February Board Meeting - Feb 20, 2023	7
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1.6 OLD BUSINESS

There was no old business to be considered.

1.7 NEW BUSINESS

2. FINANCIAL SERVICES

2.1 AGENDA ITEM #1

Teresa Wade-Chase

Act on a Resolution Authorizing Quarterly Charge-Offs for the Period Ending March 31, 2023.

Supporting Documents:

2.1.a	March 2023 Control Doc Finance with Action Items (1).docx	10
2.1.b	March 2023 RBA for Charge Offs.doc	11
2.1.c	Charge Off Schedule 033123.pdf	13
2.1.d	Resolution for Charge-Offs March 2023.doc	14

2.2 AGENDA ITEM #2

Teresa Wade-Chase

Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended January 31, 2023.

Supporting Documents:

2.2.a	013123 Board Financials.pdf	15
2.2.b	January 2023 Budget Board Explanation.pdf	17

3. Development

3.1 AGENDA ITEM #3

Michael Norment

Act on a Resolution Approving the Executive Director/CEO/Contracting Officer to Enter into A Contract for Restoration of a Fire Unit at Northwoods.

Supporting Documents:

3.1.a	March 2023 Control Doc - Development.docx	
3.1.b	RBA - Northwoods Revised.doc	18
3.1.c	resolution for fire casualty unit at 1408 B Arctic-PHO.doc	20

3.2 AGENDA ITEM #4

Michael Norment

Act on a Resolution Authorizing the Executive Director/CEO/ Contracting Officer to Enter into a Contract to Install a New Roof System for a Building at Stone Manor.

Supporting Documents:

3.2.a	RBA - Stone Manor Revised.doc	21
3.2.b	resolution Stone Manor 7722 Benaroya roof.doc	23

4. Executive Director/CEO Comments

4.1 PUBLIC COMMENTS

4.2 COMMISSIONER COMMENTS

5. ADJOURNMENT

5.1 Close the meeting

Next meeting: No date for the next meeting has been set.



*Growing Communities One Family At A Time
For More Than 70 Years*

REGULAR
BOARD MEETING
of the
HUNTSVILLE HOUSING AUTHORITY
MARCH 20, 2023
12:00 P.M.

Leon D. Fountain
Chairman

Shaquila Willie
Vice Chairman

Delvin L. Sullivan
Commissioner

Chanda Crutcher
Commissioner

Larry Lowe
Commissioner

Antonio McGinnis, Sr.
Executive Director/CEO

REGULAR MEETING

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES: February 20, 2023

OLD BUSINESS:

NEW BUSINESS

Financial Services

1. Act on a Resolution Authorizing Quarterly Charge-Offs for the Period Ending March 31, 2023.
2. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended January 31, 2023.

Development

3. Act on a Resolution Approving the Executive Director/CEO/Contracting Officer to Enter into A Contract for Restoration of a Fire Unit at Northwoods.
4. Act on a Resolution Authorizing the Executive Director/CEO/ Contracting Officer to Enter into a Contract to Install a New Roof System for a Building at Stone Manor.

EXECUTIVE DIRECTOR/CEO COMMENTS

PUBLIC COMMENTS

COMMISSIONER COMMENTS

ADJOURNMENT



MINUTES (in Review)

FEBRUARY BOARD MEETING



Name:	Huntsville Housing Authority
Date:	Monday, February 20, 2023
Time:	12:00 PM to 1:09 PM (CST)
Location:	Resident Services , 212 Seminole Drive, Huntsville, Alabama 35805
Board Members:	Leon Fountain (Chair), Chanda Crutcher, Delvin Sullivan, Larry Lowe, Shaquila Willie
Attendees:	Andreas Smith, CEO Antonio McGinnis, Ashley Jones, Carol Jones, Desiree Patterson, Gene Leonard, Jacqueline Egbujo, Michael Norment, Neil Andrew, Teresa Wade-Chase, Teresa Boyd, Turkessa Coleman-Lacey
Apologies:	Carmisha Danson

1. Regular Meeting

1.1 February Board Agenda

1.2 CALL TO ORDER

1.3 ROLL CALL



Attendance

Chairman Fountain took the roll of the Board of Commissioners, and the following commissioners were present:

Leon D. Fountain

Delvin Sullivan

Chanda Crutcher

Larry Lowe

Absent:

Shaquila Willie

Also present were Antonio McGinnis, Executive Director/CEO, Ashley Jones, Attorney, and several members of the HHA staff.

Due Date: Feb 19, 2023

Owner: Leon Fountain

1.4 JANUARY 23, 2023

1.5 Confirm Minutes

January Board Meeting Jan 23, 2023, the minutes were confirmed as presented.

**Approval of Minutes of the January 23, 2023 Board Meeting****Approval of Minutes of January 23, 2023, Board of Commissioners' Meeting.**

Chairman Fountain stated that the minutes of the Board of Commissioners' meeting for January 23, 2023, had been transcribed and circulated before the meeting. (A copy of which is attached hereto). He asked if there were any corrections, additions, changes, or deletions; there were none.

Commissioner Sullivan moved to approve the minutes of the January 23, 2023, Huntsville Housing Authority Board of Commissioners' Meetings. The motion was seconded by Commissioner Lowe, and the minutes were approved by a unanimous voice vote.

Decision Date: Feb 20, 2023
Mover: Delvin Sullivan
Second: Larry Lowe
Outcome: Approved

1.6 OLD BUSINESS**1.7 NEW BUSINESS****2. FINANCIAL SERVICES****2.1 AGENDA ITEM #1****A report was given by Mrs. Teresa Wade-Chase, Director of Finance...**

A report was given by Mrs. Teresa Wade-Chase, Director of Finance/CFO of Cumulative Low-Income Housing Finance Report for the Period, Ending December 31, 2022.

Decision Date: Feb 20, 2023

3. Development**3.1 AGENDA ITEM #3****Mrs. Turkessa Coleman-Lacey, Deputy Executive Director, presented...**

Mrs. Turkessa Coleman-Lacey, Deputy Executive Director, presented a Resolution Awarding 80 Project-Based Vouchers to Elmington Capital Group, LLC for a Proposed Apartment Community.

Resolution No. 2023-03 was discussed. Various Commissioners address questions that Mrs. Coleman-Lacey, responded to, providing information specifics.

Commissioner Sullivan moved to pass Resolution No. 2023-03. The motion was seconded by Commissioner Lowe. Although Commissioner Crutcher obtained Resolution 2023-03 the resolution passed due to a majority vote.

Decision Date: Feb 20, 2023

Mover:

Seconder:

Outcome:

Delvin Sullivan

Larry Lowe

Approved

4. Executive Director/CEO Comments

4.1 PUBLIC COMMENTS

Public comments:

Kendell Harrison introduced himself and provided information pamphlets to assist us in our future moving needs.

Brittany Pinchon, FFS Coordinator for Assisted Housing, provided insight on the educational component of the Project-Based vouchers that would help with mixing communities.

4.2 COMMISSIONER COMMENTS

Andreas Smith mentioned that it is a large amount of misinformation and different disinformation with respect to us or an advocacy organization coming to the administration asking for affordable housing set-asides. He stated that generally what the feeling has been that we can't force any market-rate developer to affordable housing set-asides. He said that Dennis has been very open about available sites, but there has been pushback from the administration saying we want to regulate affordable housing. He said that the thing is all these market-rate developers that are moving into Huntsville have the expectations to be asked what affordable housing programs you have set aside, and then we as a city say not to proceed with the market. So, it was mentioned that the only reason why we don't have affordable housing in this city as a requirement through city planning is that we don't want it.

Executive Director McGinnis said that he would make sure that our board is invited the next time we meet as a smaller committee, and we will share what our plan is as it relates to this report because when we received this report, it blew him away to realize that there were 11,327 units that have already gone through and permits were given, and we've had multiple conversations, and we will continue. Executive Director McGinnis did mention that he will make sure that he provides the board with our plan that we plan on sharing with the administration. He said that we are already working with the affordable housing committee, an with that committee, it seems like nobody wants to address the elephant in the room, which is the individuals that we serve. It was extensive deliberation regarding the affordable housing issues that we have today.

5. ADJOURNMENT

5.1 Close the meeting

Next meeting: March Board Meeting - Mar 20, 2023, 12:00 PM

Signature:_____

Date:_____

HUNTSVILLE HOUSING AUTHORITY**Board of Commissioners' Meeting
Agenda Item
Control Document****Date:** March 20, 2023**HHA Staff Representative:** Teresa Wade-Chase, Director of Finance/CFO**Department:** Financial Services**Board of Commissioners' Meeting (Date):** March 20, 2023 at 12:00 p.m.**Board Agenda Item(s):**

1. Act of Resolution Authorizing Quarterly Charge-Offs for the Period Ending March 31,2023.
2. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended January 31,2023.

Approved by: _____ / _____
Antonio McGinnis, Sr. Date
Executive Director/CEO/Contracting Officer

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HHA Board Committee Member: Leon D Fountain, Chairman Date: 03/20/2023

HHA Board Committee Member: Shaquila Willie, Vice Chairman Date: 03/20/2023

HHA Staff Member: _____ Date: _____

HUNTSVILLE HOUSING AUTHORITY**REQUEST FOR BOARD ACTION****Authorizing Quarterly Charge-Offs for Period Ending March 31, 2023****March 20, 2023****INTRODUCTION**

The Huntsville Housing Authority (HHA) has on its books \$36,972.64 owed by former residents who vacated December 1, 2022 to March 7, 2023.

PURPOSE/OBJECTIVE

The purpose of this request is to obtain approval to charge-off thirty-five former residents accounts that total \$36,972.64 as collection losses for the quarter ending March 30, 2023. The twenty-four vacated former resident accounts consist of seven accounts for non-payment of rent and maintenance charges, six accounts for non-payment rent and bulk cable, four abandonments, two deceased, one former resident moved without notice, one non-payment of rent, one non-payment of late charges, and two nursing home placements. There were eleven former residents that were evicted. Four former residents were evicted to non-payment of rent, three for non-payment of rent and maintenance charges, two for non-payment of rent and bulk cable, one non-payment of maintenance charges and one for criminal activity.

JUSTIFICATION/DESCRIPTION

This action is necessary to remove uncollectible accounts from HHA's books.

ECONOMIC IMPACT

The economic impact is an expense in the amount of \$36,972.64; however, this amount is subject to partial recovery through the collection process. The breakdown of the charge-offs is as follows:

Rent	\$ 28,732.00
Maintenance Charges	\$ 2,172.84
Court Cost	\$ 4,274.00
Late Charges	\$ 1,523.80
Utility Charge	\$ 0.00
Bulk Cable	\$ 270.00

ALTERNATIVES

Not Applicable.

ATTACHMENTS

Quarterly Charge-Offs

RECOMMENDATION

The Executive Director/CEO recommends that the aforesaid accounts in the amount of \$36,972.64 be charged off as collection losses on the books of Huntsville Housing Authority.

Antonio McGinnis, Sr.
Executive Director/CEO

Teresa Wade-Chase
Director of Finance/CFO

Date

Date

ACTION TAKEN: _____

Uncollectible Accounts
For the Quarter Ending March 31, 2023
FYE March 31, 2023

Project	Rent	Maintenance Charges	Court Costs	Late Charges	Retroactive Rent	Returned Check	Utility Charge	Bulk Cable	Gross Balance	Number Accounts
002 Butler Terrace	449.00	879.30	386.00	50.00	-	-	-	-	1,764.30	4
006 Northwoods	11,048.00	792.89	894.00	375.00	-	-	-	-	13,109.89	8
008 Johnson Towers	5,015.00	50.00	1,786.00	375.00	-	-	-	180.00	7,406.00	7
010 Searcy Homes	230.00	-	-	100.00	-	-	-	-	330.00	1
011 Todd Towers	1,709.00	55.00	-	125.00	-	-	-	90.00	1,979.00	4
014 L. R. Patton Apartments	750.00	121.75	266.00	50.00	-	-	-	-	1,187.75	2
016 Scattered Sites	5,704.00	-	628.00	248.80	-	-	-	-	6,580.80	4
019 Stone Manor	2,764.00	267.20	314.00	125.00	-	-	-	-	3,470.20	2
051 Brookside	946.00	-	-	75.00	-	-	-	-	1,021.00	2
052 Lincoln Park	117.00	6.70	-	-	-	-	-	-	123.70	1
3/31/2023 Quarterly Total	28,732.00	2,172.84	4,274.00	1,523.80	-	-	-	270.00	36,972.64	35
3/31/2023 Add March 2023										
12/31/2022 Quarterly Total	28,472.70	145.75	4,722.00	1,617.00	-	-	-	306.00	35,263.45	29
9/30/2022 Quarterly Total	49,678.20	519.49	4,151.00	2,596.00	-	-	-	756.00	57,700.69	41
6/30/2022 Quarterly Total	33,602.98	930.30	3,656.00	2,225.00	-	-	-	252.00	40,666.28	20
3/31/2023 YTD TOTAL	140,485.88	3,768.38	16,803.00	7,961.80	-	-	-	1,584.00	170,603.06	125
3/31/2022 Total	4,956.20	626.65	386.00	960.00	-	-	-	108.00	7,036.85	19
3/31/2022 Total Additional	7,413.20	-	-	450.00	6,442.00	-	-	18.00	14,323.20	6
12/31/2021 Total	10,024.70	2,507.96	1,134.00	1,508.00	2,060.00	-	-	180.00	17,414.66	33
9/30/2021 Total	15,400.80	11,490.85	3,082.00	1,204.00	13,390.00	-	-	90.00	44,657.65	33
6/30/2021 Total	9,326.00	1,172.00	314.00	450.00	-	-	28.00	18.00	11,308.00	9
	47,120.90	15,797.46	4,916.00	4,572.00	21,892.00	-	28.00	414.00	94,740.36	100

Other Comparative Data

	Chg Off 12/31/21	Chg Off 09/01/21	Chg Off 06/30/21					
	Vacated	Vacated	Vacated					
12/1/2022	9/1/2022	6/1/2022	4/1/2022	03/31/23	03/31/22	03/31/23	03/31/22	
thru	thru	thru	thru	YTD	YTD	Monthly	Monthly	
3/31/2023	11/30/2022	8/31/2022	5/31/2022	Total	Total	Average	Average	
Charge Offs	36,972.64	35,263.45	57,700.69	40,666.28	170,603.06	94,740.36	14,216.92	7,895.03
Rent Roll	1,094,579.00	779,344.00	749,803.00	497,361.00	3,121,087.00	2,686,542.74	260,090.58	223,878.56
	3.38%	4.52%	7.70%	8.18%	5.47%	3.53%	5.47%	3.53%
	DEC-MARCH	SEPT-NOV	JUNE-AUG	APRIL-MAY				
Collections 2022/2023	3452.45	7,323.40	14,607.80	4,411.10				

HUNTSVILLE HOUSING AUTHORITY**RESOLUTION AUTHORIZING QUARTERLY CHARGE-OFFS
FOR PERIOD ENDING MARCH 31, 2023****RESOLUTION NO. 2023-04**

WHEREAS, Huntsville Housing Authority (HHA) has on its books certain balances owed by former residents in the various low-income developments operated by HHA for the period ending March 31, 2023, in the amount of \$36,972.64

Rent	\$ 28,732.00
Maintenance Charges	\$ 2,172.84
Court Costs	\$ 4,274.00
Late Charges	\$ 1,523.80
Bulk Cable	\$ 270.00

WHEREAS, HHA has made and is making reasonable effort to collect said balances; and

WHEREAS, March is the last month of the fiscal year and all vacates should be reflected in the charge-offs; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the aforesaid accounts in the amount of \$36,972.64 and any amounts related to vacates after this date and before April 1, 2023 be charged off as collection losses on the books of HHA.

ADOPTED THIS 20th DAY OF MARCH, 2023

SEAL

Dr. Leon D. Fountain, Chairman

Attest:

Antonio McGinnis, Sr., Executive Director/CEO

Huntsville Housing Authority
Combined BAF, COCC AND PH COMBINED
Fiscal Year End 03/31/2023
YEAR TO DATE AS OF JANUARY 31, 2023

	Annual Budget	Actual YTD	Budget YTD	Variance Favorable (Unfavorable)	Variance Percentage	
Revenue						
Tenant Rental Revenue	2,922,270.09	2,449,322.55	2,435,225.08	14,097.47	1%	
Other Tenant Charges	64,574.07	54,750.00	53,811.72	938.28	2%	
Operating Subsidy	7,242,155.00	6,330,715.00	6,035,129.17	295,585.83	5%	
HUD PHA Operating Grant-CFP	2,469,436.04	1,646,702.19	2,057,863.37	(411,161.18)	-20%	(1)
Interest Income	35,546.50	35,356.32	29,622.08	5,734.24	19%	
Investment Income Restricted	0.00	0.00	0.00	0.00		
Section 8 Rental Income	12,000.00	10,000.00	10,000.00	0.00	0%	
Management Fees - Public Housing	1,019,686.93	850,677.48	849,739.11	938.37	0%	
Bookkeeping Fees - PH & HCV	270,900.00	226,525.00	225,750.00	775.00	0%	
Asset Management Fees - Public Hous	165,480.00	137,900.00	137,900.00	0.00	0%	
Service Fee Revenue	515,223.71	417,235.12	429,353.09	(12,117.97)	-3%	
Management Fees - Capital Fund	434,786.00	362,320.00	362,321.67	(1.67)	0%	
Management Fees - Section 8	243,936.00	205,128.00	203,280.00	1,848.00	1%	
Management Fees - 360 Properties	52,666.01	42,297.06	43,888.34	(1,591.28)	-4%	
Other Income	536,320.44	465,087.63	446,933.70	18,153.93	4%	
Gain On Disposition of Fixed Assets	0.00	0.00	0.00	0.00		
Inter-AMP Transfer In	0.00	0.00	0.00	0.00	0%	
Total Revenue	15,984,980.78	13,234,016.35	13,320,817.32	(86,800.97)	-1%	
Expenses:						
Administration:						
Administrative Salaries	2,313,647.00	1,906,895.87	1,928,039.17	21,143.30	1%	
Compensated Absences	0.00	0.00	0.00	0.00	0%	
Employee Benefits - Administrative	907,581.02	741,314.15	756,317.52	15,003.37	2%	
Audit Fees	29,295.00	29,295.00	24,412.50	(4,882.50)	-20%	(2)
Management Fees	1,019,686.93	850,677.48	849,739.11	(938.37)	0%	
Bookkeeping Fees	118,880.68	98,220.00	99,067.23	847.23	1%	
Advertising and Marketing	16,366.13	11,274.84	13,638.44	2,363.60	17%	
Office Expense	510,741.04	378,785.66	425,617.53	46,831.87	11%	
Legal	123,083.11	93,993.56	102,569.26	8,575.70	8%	
Training and Travel	108,139.65	76,164.67	90,116.38	13,951.71	15%	
Other Administrative Costs	173,169.50	123,477.72	144,307.92	20,830.20	14%	
Total Administration	5,320,590.08	4,310,098.95	4,433,825.06	123,726.11	3%	
Asset Management Fee	165,480.00	137,900.00	137,900.00	0.00	0%	
Tenant Services:						
Salaries	226,008.67	184,913.85	188,340.56	3,426.71	2%	
Relocation	1,030.00	1,030.00	858.33	(171.67)	0%	
Employee Benefits - Tenant Services	81,777.00	79,142.17	68,147.50	(10,994.67)	-16%	
Other/Funding/Travel and Training	60,514.00	45,332.73	50,428.34	5,095.61	10%	
Total Tenant Services	369,329.67	310,418.75	307,774.73	(2,644.02)	-1%	(3)

Huntsville Housing Authority
Combined BAF, COCC AND PH COMBINED
Fiscal Year End 03/31/2023
YEAR TO DATE AS OF JANUARY 31, 2023

	Annual Budget	Actual YTD	Budget YTD	Variance Favorable (Unfavorable)	Variance Percentage	
Utilities:						
Other Utilities	171,143.26	129,322.59	142,619.38	13,296.79	9%	
Water	371,002.00	304,983.47	309,168.33	4,184.86	1%	
Electric	432,691.91	348,287.18	360,576.59	12,289.41	3%	
Gas	45,445.86	33,281.20	37,871.55	4,590.35	12%	(4)
Sewage	556,013.21	443,359.13	463,344.34	19,985.21	4%	
Total Utilities	1,576,296.24	1,259,233.57	1,313,580.20	54,346.63	4%	
Maintenance:						
Labor - Maintenance	1,916,605.90	1,490,366.40	1,597,171.59	106,805.19	7%	
Employee Benefits - Maintenance	810,393.00	628,393.18	675,327.50	46,934.32	7%	
Materials	1,702,597.93	1,309,601.75	1,418,831.61	109,229.86	8%	
Contract Costs	1,208,602.79	884,335.78	1,007,169.00	122,833.22	12%	(5)
Total Maintenance	5,638,199.63	4,312,697.11	4,698,499.69	385,802.58	8%	
Protective Services:						
Protective Services Contract Costs	468,145.18	396,610.53	390,120.98	(6,489.55)	-2%	
Total Protective Services	468,145.18	396,610.53	390,120.98	(6,489.55)	-2%	
General Expenses:						
Insurance	1,192,657.67	999,310.71	993,881.39	(5,429.32)	-1%	
Other General Expenses	411,317.10	376,913.10	342,764.25	(34,148.85)	-10%	
Payment In Lieu of Taxes	105,640.00	0.00	88,033.33	88,033.33	100%	
Total General Expenses	1,709,614.77	1,376,223.81	1,424,678.97	48,455.16	3%	
Other:						
Collection Loss (Bad Debt Expense)	161,758.46	110,015.75	134,798.72	24,782.97	18.39%	
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00%	
Extraordinary Items	0.00	0.00	0.00	0.00	0.00%	
Casualty Loss	82,774.24	51,898.88	68,978.53	17,079.65	24.76%	
Interest Mort or Bonds Payable	0.00	0.00	0.00	0.00	0.00%	
Amortization of Bond Issue Costs	0.00	0.00	0.00	0.00	0.00%	
COCC Transfer to Section 8	0.00	0.00	0.00	0.00	0.00%	
Inter AMP Transfer Out	0.00	0.00	0.00	0.00	0.00%	
Loss Disposition of Fixed Assets	0.00	0.00	0.00	0.00	0.00%	
Total Other	244,532.70	161,914.63	203,777.25	41,862.62	21%	(6)
Total Expenses	15,492,188.27	12,265,097.35	12,910,156.89	645,059.54	5%	
Net Income/Loss	492,792.51	968,919.00	410,660.43	558,258.57	0%	
Capital Assets Addition	300,000.00	0.00	250,000.00	250,000.00	0.00%	(1)
Increase/Decrease in Unrestricted Net Position	192,792.51	968,919.00	160,660.43	(808,258.57)	0%	

Huntsville Housing Authority Explanations for FYE 01/31/2023

- (1) **HUD PHA Operating Grant** –The Johnson Towers Elevator Renovation estimated expenses for FYE 03/31/2023 is estimated to be \$300,000. These funds will be drawdown from the CFP 2022 grant. The payment of the invoice is a Capital Asset Addition for FYE 03/31/23. HHA has not received an invoice from the contractor requesting payment.
- (2) **Audit-Fees-** The Audit Fee variance is due to the budget amount representing ten months of expense in comparison to the January 31, 2023 amount being the actual audit expense to date.
- (3) **Total Tenant Services** – Total Tenant Services actual cost is over budget by 1%. The unfavorable benefit expense is partially offset by under budget salary and other resident services expenses incurred. This line item is expected to be in line with the FYE 03/31/23 budget.
- (4) **Total Utilities** - Actual Gas expenses incurred to date are trending lower than the anticipated budget.
- (5) **Contract Cost-** The favorable variance is a timing difference of payments incurred to date as of 01/31/2022.
- (6) **Total Other** – Actual Collection loss Expense as of January 31,2023 is under budget, but the actual expense incurred to date is \$170,603.06. This increase in collection loss will be offset by collection from residents at FYE 03/31/23. This line item is not to exceed the budget by more than 10%. The Casualty Loss favorable variance is due the YTD 03/31/23 budget proration of ten months. The casualty loss line item is expected to be in line with budget.

Huntsville Housing Authority**REQUEST FOR BOARD ACTION****Act on a Resolution Approving the Executive Director/CEO/Contracting Officer to Enter into A Contract for Restoration of a Fire Unit at Northwoods.****March 20, 2023****INTRODUCTION**

Act on resolution authorizing the Executive Director/CEO/Contracting Officer enter into a contract with J5 Contracting, LLC for repairs to a fire unit in Northwoods located at 1408 B Arctic Street.

PURPOSE/OBJECTIVE

The purpose of the action is to repair a fire damaged unit so that it can be put back on-line to provide affordable housing for an eligible family.

JUSTIFICATION/DESCRIPTION

HHA has exercised due diligence in its procurement process to arrive at the most cost-effective price by requesting quotes for the repairs to the damaged unit using its Quotation for Small Purchases (QSP) procedures as required by HUD. As a result of the bid tabulation, and after HHA conducted its due diligence, J5 Contracting, LLC was deemed to low bidder. The insurance claim provided an estimate for the cost of repairs to be \$106,116.57.

ECONOMIC IMPACT

The price for the contract will be \$108,722.57. Funding will come from the insurance claim and the deductible of \$25,000.00 will come from the housing operations fund.

ALTERNATIVES

None determined at this time.

ATTACHMENTS

None

Huntsville Housing Authority

RECOMMENDATION

The Executive Director/CEO recommends approval of the contract with J5 Contracting, LLC for restoration of a unit located at 1408 B Arctic Street.

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Antonio McGinnis, Sr.
Executive Director/CEO

Michael Norment
Development/Maintenance Manager

Date: _____

Date: _____

Action Taken: _____

Huntsville Housing Authority

RESOLUTION APPROVING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO A CONTRACT FOR RESTORATION OF A FIRE UNIT AT NORTHWOODS

RESOLUTION NO. 2023-05

WHEREAS, Huntsville Housing Authority requested quotes from qualified firms to provide restoration services for a fire unit located in Northwoods; and,

WHEREAS, the following responsive quotes were received:

Quotation Request for Fire Restoration Services

QSP FIRE CASUALTY RESTORATION 1408 B ARCTIC STREET NO. 2023-01	
Quote submitted by	Total Cost
J5 Contracting, LLC	\$108,722.57
Presto Enterprises	\$112,983.00

WHEREAS, J5 Contracting, LLC was deemed to be the most responsive bidder in accordance with the contract specifications.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby authorizes the Executive Director/CEO/Contracting Officer to enter into contract with J5Contracting, LLC for restoration services for 1408 B Arctic Street.

ADOPTED THIS 20th DAY OF MARCH, 2023

Leon D. Fountain, Chairperson

SEAL

Attest:

Antonio McGinnis, Sr., Executive Director, CEO

Huntsville Housing Authority**REQUEST FOR BOARD ACTION**

Act on a Resolution Authorizing the Executive Director/CEO/ Contracting Officer to Enter into a Contract to Install a New Roof System for a Building at Stone Manor.

March 20, 2023

INTRODUCTION

Act on resolution authorizing the Executive Director/CEO/Contracting Officer enter into a contract with West Roofing Systems, Inc. to install a new roof system for a building at Stone Manor.

PURPOSE/OBJECTIVE

The purpose of the action is to remove the current roof and install a new roofing system on one of the buildings at Stone Manor. The current roof is failing and needs to be replaced.

JUSTIFICATION/DESCRIPTION

HHA has exercised due diligence in its procurement process to arrive at the most cost-effective price by obtaining pricing under the National Cooperative Purchasing Alliance (NCPA) 04-19 JOC Contract RQN # 2022-0430 for the replacement of the roof on one of the buildings at Stone Manor. The building has a flat roof that is failing and needs to be replaced.

ECONOMIC IMPACT

The price for the contract will be \$216,755.00. Funding will come from the HHA Capital Fund.

ALTERNATIVES

None determined at this time.

ATTACHMENTS

None

Huntsville Housing Authority

RECOMMENDATION

The Executive Director/CEO recommends approval of the contract with West Roofing Systems, Inc. to install a new roof system for a building at Stone Manor.

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Antonio McGinnis, Sr.
Executive Director/CEO

Michael Norment
Development/Maintenance Manager

Date: _____

Date: _____

Action Taken: _____

Huntsville Housing Authority

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/ CONTRACTING OFFICER TO ENTER INTO A CONTRACT TO INSTALL A NEW ROOF SYSTEM FOR A BUILDING AT STONE MANOR

RESOLUTION NO. 2023 - 06

WHEREAS, Huntsville Housing Authority (HHA) needs to provide a new roof system for one of the buildings at Stone Manor; and,

WHEREAS, HHA has exercised due diligence in its procurement process to arrive at the most cost-effective price by obtaining pricing from vendors under the National Cooperative Purchasing Alliance (NCPA) cooperative contract; and,

WHEREAS, West Roofing Systems, Inc. was deemed to be the responsive bidder in accordance with the requested specifications, as well as pricing.

Quotation Request for Roofing System

QUOTE SUBMITTED	Total Cost
West Roofing Systems, Inc.	\$216,755.00

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Huntsville Housing Authority, that the Executive Director/CEO/ Contracting Officer is hereby authorized to enter into a contract with West Roofing Systems, Inc for the installation of a new roof system for 7722 Benaroya Lane at Stone Manor.

ADOPTED THIS 20th DAY OF MARCH, 2023

Leon D. Fountain, Chairman

SEAL

Attest:

Antonio McGinnis, Jr. Executive Director/CEO