



Huntsville Housing Authority

BOARD PACK

for

July Board Meeting

Monday, July 21, 2025

12:00 PM (CDT)

Held at:

Default Location

200 Washington Street Northeast, Huntsville, AL, USA

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AGENDA

JULY BOARD MEETING



Name:	Huntsville Housing Authority
Date:	Monday, July 21, 2025
Time:	12:00 PM to 1:00 PM (CDT)
Location:	Default Location, 200 Washington Street Northeast, Huntsville, AL, USA
Board Members:	Leon Fountain (Chair), Chanda Crutcher, Larry Lowe, Shaquila Willie, Willie Williams
Attendees:	CEO Antonio McGinnis, Ashley Jones, Brittany Spencer, Carmisia Danson, Gene Leonard, Jacqueline Egbujo, Neil Andrew, Teresa Wade-Chase, Terica Pope, Turkessa Coleman-Lacey

1. July Annual Meeting

1.1 July Board Agenda

Supporting Documents:

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1.2 CALL TO ORDER

1.3 ROLL CALL

1.4 NEW BUSINESS

2. Election of Officers

2.1 Election of Officers

Leon Fountain

3. ADJOURNMENT

3.1 Adjournment - Annual Meeting

4. Regular Meeting

4.1 July Board Meeting

4.2 CALL TO ORDER

4.3 ROLL CALL

4.4 Confirm Minutes

Leon Fountain

Supporting Documents:

4.4.a	Minutes : June Board Meeting - 16 Jun 2025	8
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4.5 OLD BUSINESS

4.6 NEW BUSINESS

5. DEVELOPMENT

5.1 Agenda Item # 1

Turkessa Coleman-Lacey

Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Amend the 2022-2026 Capital Fund Program (CEP) and 2022 Annual Action Plan: Lead-Based Paint.

Supporting Documents:

5.1.a	JULY 2025 Control Doc Development.docx	12
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5.2 Agenda Item # 2

Turkessa Coleman-Lacey

Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Amen the 2022-2026 Capital Fund Program (CEP) and 2022 Annual Action Plan: Radon.

Supporting Documents:

5.2.a	2 - Use 2022-2026 Radon Amendment Board Action (1).doc	17
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5.3 Agenda Item # 3

Turkessa Coleman-Lacey

Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Sale the Excess Land at Gateway Place.

Supporting Documents:

5.3.a	RBA-GATEWAY PLACE LAND 7-21-2025.doc	20
5.3.b	RESOLUTION 2025-18.doc	22

6. Financial Services

6.1 Agenda Item # 4

Teresa Wade-Chase

Presentation of Cumulative Low-Income Housing Finance Report for Period Ended May 31, 2025.

Supporting Documents:

6.1.a	A-July 2025 Control Doc Finance with Action Items (1).docx	23
6.1.b	B-1 MAY 31 2025 FINANCIAL STATEMENT BOARD PRESENTATION JULY 21 2025.pdf	24
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7. Executive Director/CEO Comments

7.1 EXECUTIVE DIRECTOR

7.2 PUBLIC COMMENTS

7.3 COMMISSIONER COMMENTS

8. ADJOURNMENT

8.1 Close the meeting

Next meeting: September Board Meeting - Sep 15, 2025, 12:00 PM



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

REGULAR
BOARD MEETING
of the
HUNTSVILLE HOUSING AUTHORITY
July 21, 2025
12:00 P.M.

Leon D. Fountain
Chairman

Larry Lowe
Vice Chairman

Chanda Crutcher
Commissioner

Shaquila Willie
Commissioner

Willie Williams
Commissioner

Antonio McGinnis, Sr.
Executive Director/CEO

ANNUAL MEETING

CALL TO ORDER

ROLL CALL

NEW BUSINESS

1. Election of Officers

REGULAR MEETING

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES:

OLD BUSINESS

NEW BUSINESS

Development

1. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Amend the 2022-2026 Capital Fund Program (CEP) and 2022 Annual Action Plan: Lead-Based Paint.
2. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Amend the 2022-2026 Capital Fund Program (CEP) and 2022 Annual Action Plan: Radon.
3. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Sale the Excess Land at Gateway Place.



Financial Services

1. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended May 31, 2025.

EXECUTIVE DIRECTOR/CEO COMMENTS

PUBLIC COMMENTS

COMMISSIONER COMMENTS

ADJOURNMENT



MINUTES (in Review)

JUNE BOARD MEETING



Name:	Huntsville Housing Authority
Date:	Monday, June 16, 2025
Time:	12:00 PM to 1:00 PM (CDT)
Location:	Default Location, 200 Washington Street Northeast, Huntsville, AL, USA
Board Members:	Leon Fountain (Chair), Chanda Crutcher, Larry Lowe, Shaquila Willie, Willie Williams
Attendees:	CEO Antonio McGinnis, Ashley Jones, Brittany Spencer, Carmisia Danson, Carol Jones, Gene Leonard, Jacqueline Egbujo, Neil Andrew, Teresa Wade-Chase, Terica Pope, Turkessa Coleman-Lacey

1. June Board Meeting

1.1 June Board Agenda

1.2 CALL TO ORDER

1.3 ROLL CALL

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

Leon Fountain - Present

Larry Lowe - Present

Shaquila Willie - Present

Chanda Crutcher - Present

Willie Williams - Absent

Mr. McGinnis, Executive Director/CEO, Ashley Jones, Attorney, and several members of the HHA Staff were also present.

1.4 Confirm Minutes

April Board Meeting Apr 28, 2025, the minutes were confirmed as presented.



Confirm Minutes

Approval of April 28, 2025, minutes has been transcribed and circulated been the meeting. (A copy of which is attached hereto). Chairman Fountain asked if there were any corrections, additions, changes, or deletion; there were none.

Commissioner Crutcher moved the motion to approve the April 28, 2025, Huntsville Board of Commissioners' Meeting minutes. Vice Chairman Lowe seconded the motion, and the minutes were approved by a unanimous voice vote.

Decision Date: Jun 16, 2025

Mover: Chanda Crutcher

Seconded: Larry Lowe
Outcome: Approved

1.5 OLD BUSINESS

1.6 NEW BUSINESS

2. Assisted Housing

2.1 Agenda Item # 1



Agenda Item # 1

Mrs. Carmisia Woods-Danson, Director of Assisted Housing, presented a Resolution Authorizing the Certification and Submission of 3/31/2025 SEMAP indicator Scores. Resolution 2025-12 was discussed. Various questions were asked by the Board of Commissioners. Mrs. Danson responded to questions and also provided informational specifics.

Vice Chairman Lowe moved the motion to approve Resolution 2025-12. Commissioner Crutcher seconded the motion, and the resolution was approved.

Decision Date: Jun 16, 2025
Mover: Larry Lowe
Seconded: Chanda Crutcher
Outcome: Approved

3. Development

3.1 Agenda Item # 2



Agenda Item # 2

Mrs. Turkessa Coleman-Lacey, Deputy Executive Director, presented a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Contract with the Nelrod Company to Conduct Physical Needs Assessments (PNAs) for all Developments. Resolution 2025-13 was discussed. Various questions were asked by the Board of Commissioners. Mrs. Coleman responded to questions and also provided informational specifics.

Vice Chairman Lowe moved the motion to approve Resolution 2025-13. Commissioner Crutcher seconded the motion, and the resolution was approved.

Decision Date: Jun 16, 2025
Mover: Larry Lowe
Seconded: Chanda Crutcher
Outcome: Approved

4. Financial Services

4.1 Agenda Item # 3



Agenda Item # 3

Ms. Zandra Franco, Lead Accountant, presented a Resolution Approving Quarterly Charge-offs for the Period Ending June 30, 2025. Resolution 2025-14 was discussed. Various questions were asked by the Board of Commissioners. Ms. Franco responded to questions and also provided informational specifics.

Commissioner Crutcher moved the motion to approve Resolution 2025-14. Vice Chairman Lowe seconded the motion, and the resolution was approved.

Decision Date: Jun 16, 2025
Mover: Chanda Crutcher
Seconded: Larry Lowe
Outcome: Approved

4.2 Agenda Item # 4

A report was given by Ms. Zandra Franco, Lead Accountant, on the Cumulative Low-Income Housing Finance Report for the Period Ended April 30, 2025.

5. Human Resources

5.1 Agenda Item # 5



Mrs. Carol Jones, Director of Human Resources, presented a Resolu...

Mrs. Carol Jones, Director of Human Resources, presented a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into Contracts to Provide Temporary Employment Agency Services. Resolution 2025-15 was discussed. Various questions were asked by the Board of Commissioners. Mrs. Jones responded to questions and also provided informational specifics.

Vice Chairman Lowe moved the motion to approve Resolution 2025-15. Commissioner Crutcher seconded the motion, and the resolution was approved.

Decision Date: Jun 16, 2025
Mover: Larry Lowe
Seconded: Chanda Crutcher
Outcome: Approved

6. Executive Director/CEO Comments

6.1 EXECUTIVE DIRECTOR

Executive Director McGinnis Comments: Shared highlights of recent community engagement activities, including afternoon programs for youth in Searcy Homes and Butler Terrace, with a special focus on basketball as a way to promote positive interaction and physical activity. He also discussed a recent meeting with representatives from Corporate Extension, who expressed strong interest in becoming more involved with residents and supporting the development of new educational programs for both children and adults.

Mr. McGinnis reported on the continued success of the Summer Youth Employment Program, which has provided jobs for over 50 youth participants at a wage of \$12.00 per hour. He

emphasized the positive impact the program is having on the lives of the youth involved, offering valuable work experience and life skills.

Lastly, he briefly addressed ongoing efforts to ensure the safety and well-being of residents, noting the importance of adhering to the community-wide curfew in all developments.

6.2 PUBLIC COMMENTS

6.3 COMMISSIONER COMMENTS

Commissioner Comments:

Chairman Fountain: Emphasized the importance of community engagement and its continued role in strengthening the agency's connection with residents.

Vice-Chairman Lowe: Had no comments during this session.

Commissioner Crutcher: Highlighted the value of community partnerships and the critical role they play in the success and future of the Legacy Center.

Commissioner Willie: Extended heartfelt well wishes to Mrs. Jones on her retirement, recognizing her years of dedicated service.

7. ADJOURNMENT

7.1 Close the meeting

Next meeting: July Board Meeting - Jul 21, 2025, 12:00 PM

Signature: _____

Date: _____

HUNTSVILLE HOUSING AUTHORITY**Board of Commissioners' Meeting
Agenda Item
Control Document****Date:** July 21, 2025**HHA Staff Representative:** Turkessa Coleman-Lacey, Deputy Executive Director**Department:** Development**Board of Commissioners' Meeting (Date):** July 21, 2025 at 12:00 p.m.**Board Agenda Item(s):**

1. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Amend the 2022-2026 Capital Fund Program (CEP) and 2022 Annual Action Plan: Lead-Based Paint.
2. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Amend the 2022-2026 Capital Fund Program (CEP) and 2022 Annual Action Plan: Radon.
3. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Sale the Excess Land at Gateway Place.

*Antonio L. McGinnis, Sr.**7/21/2025*

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: 07/21/2025

HHA Board Committee Member: Larry Lowe, Vice Chairman Date: 07/21/2024

HHA Staff Member: *Turkessa Coleman Lacey* Date: 07/21/2025

**HUNTSVILLE HOUSING AUTHORITY (HHA)
REQUEST FOR BOARD ACTION**

**ACT ON A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING
OFFICER TO AMEND THE 2022-2026 CAPITAL FUND PROGRAM (CFP) AND 2022 ANNUAL
ACTION PLAN: LEAD-BASED PAINT**

July 21, 2025

INTRODUCTION

The U.S. Department of Housing and Urban Development (HUD) requires Public Housing Authorities to evaluate and mitigate lead-based paint hazards in compliance with the Lead Safe Housing Rule (24 CFR Part 35). These requirements apply to housing built before 1978 and are particularly important to safeguard the health of young children and other vulnerable residents.

To maintain compliance and improve the overall safety of our housing stock, HHA propose amending the 2022-2026 CFP 5-Year and the 2022 Action Plan to designate \$450,000.00 of grant funds for: (1) Lead-based paint risk assessments and inspections, (2) Remediation or abatement of identified hazards, (3) Clearance testing and compliance documentation, (4) Related project management and administrative costs.

PURPOSE/OBJECTIVE

The purpose of this request is to seek Board approval to amend HHA's 2022-2026 5-Year CFP and the 2022 Annual Action Plan to allocate funds for lead-based paint testing, remediation, and related health and safety activities, specifically for Northwoods, Searcy, Brookside, Lincoln.

JUSTIFICATION/DESCRIPTION

In accordance with HUD regulations 24 CFR 903.7 (r) and 24 CFR 905.3, HHA has defined the criteria for a "Signification/Substantial Amendment as "Substantial changes to funding, demolition, disposition, designated housing, homeownership, or conversion activities identified in the HUD approval Annual or 5-Year Plan".

ATTACHMENTS

Lead-Based Paint Amendment Summary

ALTERNATIVES

Not applicable.

RECOMMENDATION

Approval of the amendment to the 2022-2026 CFP and the 2022 Annual Action Plan including the execution of the certifications of compliance with the related regulations including the required civil rights certifications for submission to the U.S. Department of Housing and Urban Development.

Antonio McGinnis

Antonio McGinnis
Executive Director/CEO

Turkessa Coleman Lacey

Turkessa Coleman Lacey,
Deputy Executive Director

HUNTSVILLE HOUSING AUTHORITY (HHA)
REQUEST FOR BOARD ACTION

7/21/2025

Date

7/21/2025

Date

LEAD-BASED PAINT CAPITAL FUND PROGRAM
Authorized by the 2022 Consolidated Appropriations Act

Lead-Based Paint Capital Fund Program as authorized by the Consolidated Appropriations Act, 2022, in the amount of **\$450,000.00**, under grant **AL09L04750122** to evaluate and reduce lead-based paint hazards in Public Housing. Funds from this grant may be used only at the following Developments/Asset Management Projects (AMPs):

- LBP - AL047000006: Northwoods
- LBP - AL047000010: Searcy
- LBP - AL047000051: Brookside
- LBP - AL047000052: Lincoln

The eligible work activities must be assigned to Budget Line Item 1480 and are listed below:

- **Housing Related Hazards (1480) – Risk Assessment/Inspections** – Preparation of a risk assessment or inspection plan via visual assessments, dust sampling, soil sampling and/or paint testing to be done in accordance with Chapters 5 & 7 of the Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing. Consultant to interpret laboratory results, analyze data, and prepare final report.
- **Housing Related Hazards (1480) – Hazard Controls** - Performance of Interim Controls via - Paint stabilization, dust removal, control of friction/abrasion points or the covering of soils and/or performance of abatement via component replacement, paint removal, enclosure or encapsulation.
- **Housing Related Hazards (1480) – Relocation** – Relocation of residents due to LBP work activities
- **Housing Related Hazards (1480) – Clearance Examinations** - Clearance on all projects involving abatement, non-abatement, EPA's Renovation, Repair, and Painting, performed by Certified Risk Assessor, Certified Lead-Based Paint Inspector or Certified Dust Sampling Technician.

2022 ANNUAL PLAN SIGNIFICANT AMENDMENT TIMELINE	
Resident Council Meeting – Public Review (45 days)	November 14, 2024
Comments Due	December 30, 2024 by 5:00 pm
Board Approval	July 21, 2025

HUNTSVILLE HOUSING AUTHORITY (HHA)

**ACT ON A RESOLUTION AUTHORIZING THE EXECUTIVE
DIRECTOR/CEO/CONTRACTING OFFICER TO AMEND THE 2022-2026 CAPITAL
FUND PROGRAM (CFP) AND 2022 ANNUAL ACTION PLAN: LEAD-BASED PAINT**

RESOLUTION NO.: 2025-16

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires Public Housing Authorities to submit and maintain a 5-Year Action Plan under the Capital Fund Program (CFP), detailing planned capital improvements; and

WHEREAS, HUD regulations require Public Housing Authorities to identify and control lead-based paint (LBP) hazards in pre-1978 housing developments to ensure the safety of residents, particularly children under the age of six; and

WHEREAS, HHA has identified a need to conduct lead-based paint testing and, where necessary, undertake abatement or remediation activities in its public housing portfolio; and

WHEREAS, HHA seeks to amend its CFP 2022-2026 5-Year Plan and 2022 Annual Action Plan in the amount of \$450,000 for lead-based paint testing, risk assessments, remediation activities, and associated administrative or project management expenses;

WHEREAS, these funds are specific to Northwoods, Searcy, Brookside, Lincoln;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority to approve the amendment of CFP 2022-2026 5-Year Plan and the 2022 Annual Action Plan, authorizing the Executive Director/CEO/Contracting Officer to submit the amended Plan to HUD and take all necessary steps to implement lead-based paint testing and remediation efforts in compliance with HUD regulations

ADOPTED THIS 21st DAY OF JULY, 2025.

Leon Fountain, Chairman

SEAL

Attest:

Antonio McGinnis, Sr., Secretary

**ACT ON A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING
OFFICER TO AMEND THE 2022-2026 CAPITAL FUND PROGRAM (CFP) AND 2022 ANNUAL
ACTION PLAN: RADON**

July 21, 2025

INTRODUCTION

The U.S. Department of Housing and Urban Development (HUD) has issued guidance requiring radon testing and, where necessary, mitigation in all HUD-assisted public housing properties. As part of HHA's commitment to resident health and safety, and to maintain compliance with HUD environmental standards, the Development Department is proposing to amend the 2022-2026 CFP and the 2022 Annual Action Plan to designate grant funds for this purpose. The proposed amendment includes funding for: (1) Professional radon testing, (2) Mitigation services where radon levels exceed safe thresholds, (3) Associated project management and administrative expenses

PURPOSE/OBJECTIVE

The purpose of this request is to seek Board approval to amend HHA's 2022-2026 5-Year CFP and the 2022 Annual Action Plan to allocate \$210,000.00 specifically for radon testing and mitigation activities for Brookside, Lincoln, Northwoods, Todd, Scattered Sites, Legacy Hills, Stone Manor.

JUSTIFICATION/DESCRIPTION

In accordance with HUD regulations 24 CFR 903.7 (r) and 24 CFR 905.3, HHA has defined the criteria for a "Signification/Substantial Amendment as "Substantial changes to funding, demolition, disposition, designated housing, homeownership, or conversion activities identified in the HUD approval Annual or 5-Year Plan".

ATTACHMENTS

Radon Amendment Summary

ALTERNATIVES

Not applicable.

RECOMMENDATION

Approval of the amendment to the 2022-2026 CFP and the 2022 Annual Action Plan including the execution of the certifications of compliance with the related regulations including the required civil rights certifications for submission to the U.S. Department of Housing and Urban Development.

Antonio McGinnis

Antonio McGinnis
Executive Director/CEO

7/21/2025

Date

Turkessa Coleman Lacey

Turkessa Coleman Lacey,
Deputy Executive Director

7/21/2025

Date

HOUSING-RELATED HAZARDS CAPITAL FUND PROGRAM (RADON)
Authorized by the 2022 Consolidated Appropriations Act

Housing-Related Hazards Capital Fund Program as authorized by the Consolidated Appropriations Act, 2022, in the amount of **\$210,000.00** under grant **AL09H04750122** to address housing related hazards in Public Housing. Funds from this grant may be used only at the following Developments/Asset Management Projects (AMPs):

- Radon - AL047000051: Brookside
- Radon - AL047000052: Lincoln
- Radon - AL047000006: Northwoods
- Radon - AL047000011: Todd
- Radon - AL047000016: Scattered Sites
- Radon - AL047000061: Legacy
- Radon - AL047000019: Stone Manor

The eligible work activities must be assigned to Budget Line Item 1480 and are listed below:

- **Housing Related Hazards (1480) – Evaluations and Inspections** – Conduct inspections, risk assessments, evaluations, testing, and clearance exams. *(Specify the hazard)*
- **Housing Related Hazards (1480) – Hazard Remediation** - Performance of remediation of housing-related hazards. *(Specify the hazard)*
- **Housing Related Hazards (1480) – Relocation** – Relocation of residents due to HRH work activities. *(Specify the hazard)*

Note: HHA has a rolling 5-Year Action Plan, the work activities will be included in the 2022-2026 5-Year Action Plan.

2022 ANNUAL PLAN SIGNIFICANT AMENDMENT TIMELINE	
Resident Council Meeting – Public Review (45 days)	November 14, 2024
Comments Due	December 30, 2024 by 5:00 pm
Board Approval	July 21, 2025

HUNTSVILLE HOUSING AUTHORITY (HHA)

**ACT ON A RESOLUTION AUTHORIZING THE EXECUTIVE
DIRECTOR/CEO/CONTRACTING OFFICER TO AMEND THE 2022-2026 CAPITAL
FUND PROGRAM (CFP) AND 2022 ANNUAL ACTION PLAN: RADON**

RESOLUTION NO.: 2025-17

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires Public Housing Authorities to submit and maintain a 5-Year Action Plan under the Capital Fund Program (CFP), detailing planned capital improvements; and

WHEREAS, HUD mandates radon testing and mitigation in public housing properties in accordance with HUD regulations and environmental health standards; and

WHEREAS, HHA recognizes the need to ensure the health and safety of residents by implementing radon testing and mitigation across its properties; and

WHEREAS, HHA seeks to amend its 5-Year CFP 2022-2026 Plan and it's 2022 Annual Action Plan in the amount of \$210,000 for radon-related activities, including environmental assessments, testing, mitigation, and associated administrative costs;

WHEREAS, these funds are specific to Brookside, Lincoln, Northwoods, Todd, Scattered Sites, Legacy Hills, Stone Manor;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority to approve the amendment of the 2022-2026 CFP 5-Year Plan and the 2022 Annual Action Plan, authorizing the Executive Director/CEO/Contracting Officer to submit the amended Plan to HUD and take all necessary steps to implement radon testing and mitigation in compliance with HUD regulations

ADOPTED THIS 21st DAY OF July, 2025.

Leon Fountain, Chairman

SEAL

Attest:

Antonio McGinnis, Sr., Secretary

**HUNTSVILLE HOUSING AUTHORITY
REQUEST FOR BOARD ACTION**

**ACT ON A RESOLUTION AUTHORIZING THE EXECUTIVE
DIRECTOR/CEO/CONTRACTING OFFICER TO SALE THE EXCESS
LAND AT GATEWAY PLACE**

July 21, 2022

INTRODUCTION

The Huntsville Housing Authority (HHA) seeks board approval to sale the 0.85 acres of excess vacant land within the Gateway Place Development to the Huntsville Hospital Systems.

PURPOSE/OBJECTIVE

The Huntsville Housing Authority has determined that the sale of this parcel is in the best interest of the agency, its residents, and the community.

JUSTIFICATION/DESCRIPTION

Huntsville Housing Authority has received an offer from the Huntsville Hospital System to purchase the 0.85-acre parcel for the amount of Six Hundred Eighty Thousand and 00/100 Dollars (\$680,000.00).

ECONOMIC IMPACT

Huntsville Housing Authority gain the amount of Six Hundred Eighty Thousand and 00/100 Dollars (\$680,000.00).

ALTERNATIVES

None.

ATTACHMENTS

None.

RECOMMENDATION

The Executive Director/CEO/Contracting Officer recommends that this resolution be approved.

Antonio McGinnis, Sr.

Turkessa Coleman-Lacey

Antonio McGinnis, Sr.
Executive Director/CEO

Turkessa Coleman-Lacey
Deputy Executive Director

7/21/2025

7/21/2025

Date

Date

ACTION TAKEN: _____

ACT ON A RESOLUTION AUTHORIZING THE EXECUTIVE
DIRECTOR/CEO/CONTRACTING OFFICER TO SALE THE EXCESS LAND AT
GATEWAY PLACE

RESOLUTION NO. 2025-18

WHEREAS, the Huntsville Housing Authority (HHA) is the owner of approximately 0.85 acres of vacant land located within the development known as Gateway Place; and

WHEREAS, the Huntsville Housing Authority has determined that the sale of this parcel is in the best interest of the agency, its residents, and the community; and

WHEREAS, the Huntsville Housing Authority has received an offer from the Huntsville Hospital System to purchase the 0.85-acre parcel for the amount of Six Hundred Eighty Thousand and 00/100 Dollars (\$680,000.00); and

WHEREAS, in accordance with applicable federal regulations and disposition procedures, HHA submitted an application to the U.S. Department of Housing and Urban Development (HUD) through the Special Applications Center (SAC) for approval of the proposed sale; and

WHEREAS, on April 4, 2025, the U.S. Department of Housing and Urban Development, through its Special Applications Center, granted approval for the sale of the subject parcel to the Huntsville Hospital System; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HUNTSVILLE HOUSING AUTHORITY, that: The Executive Director is hereby authorized to proceed with the sale of the 0.85-acre parcel of vacant land located at Gateway Place to the Huntsville Hospital System for the agreed upon amount of \$680,000.00.

ADOPTED THIS 21st DAY OF July, 2025.

Leon Fountain, Chairman

SEAL

Attest:

Antonio McGinnis, Sr., Secretary

HUNTSVILLE HOUSING AUTHORITY**Board of Commissioners' Meeting
Agenda Item
Control Document****Date:** July 21, 2025**HHA Staff Representative:** Teresa Wade-Chase, Director of Finance/CFO**Department:** Financial Services**Board of Commissioners' Meeting (Date):** July 21, 2025 at 12:00 p.m.**Board Agenda Item(s):**

1. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended May 31, 2025.

Approved by: Antonio McGinnis / 7/21/2025
 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: 07/21/2025

HHA Board Committee Member: Larry Lowe, Vice Chairman Date: 07/21/2025

HHA Staff Member: Teresa Wade-Chase Date: 07/21/2025

Huntsville Housing Authority
Combined Public Housing, COCC and BAF
May 31, 2025

	Actual YTD	Budget YTD	Budget Variance Favorable (Unfavorable)	Variance Percentage	
Revenue					
Tenant Rental Revenue	1,446,925.30	1,444,893.34	2,031.96	0.14%	
Other Tenant Charges	25,950.00	28,572.92	(2,622.92)	-9.18%	
Operating Subsidy	2,654,034.00	2,544,415.48	109,618.52	4.31%	
HUD PHA Operating Grant-CFP	346,689.42	1,278,098.90	(931,409.48)	-72.87%	(1)
Interest Income	28,655.26	56,160.73	(27,505.47)	-48.98%	(2)
Investment Income Restricted	0.00	0.00	0.00	0.00%	
Section 8 Rental Income	5,000.00	5,000.00	0.00	0.00%	
Management Fees - Public Housing	424,093.68	422,791.75	1,301.93	0.31%	
Bookkeeping Fees - PH & HCV	120,165.00	109,860.00	10,305.00	9.38%	
Asset Management Fees - PH	68,950.00	68,950.00	0.00	0.00%	
Service Fee Revenue	264,179.81	261,079.64	3,100.17	1.19%	
Management Fees - Capital Fund	86,032.85	267,353.06	(181,320.21)	-67.82%	(1)
Management Fees - Section 8	112,920.00	109,860.00	3,060.00	2.79%	
Management Fees - 360 Properties	21,559.98	21,532.55	27.43	0.13%	
Other Income	254,940.45	36,225.90	218,714.55	603.75%	(3)
Gain On Disposition of Fixed Assets	1,227.78	0.00	1,227.78	0.00%	
Inter-AMP Transfer In	0.00	0.00	0.00	0.00%	
	0.00	0.00	0.00	0.00%	
Total Revenue	5,861,323.53	6,654,794.26	(793,470.73)	-11.92%	
Expenses:					
Administration:					
Administrative Salaries	1,027,201.02	1,038,260.48	11,059.46	1.07%	
Compensated Absences	0.00	17,178.33	17,178.33	100.00%	
Employee Benefits - Administrative	317,812.35	327,758.00	9,945.65	3.03%	
Audit Fees	2,100.00	0.00	(2,100.00)	0.00%	
Management Fees	424,093.68	422,791.75	(1,301.93)	-0.31%	
Bookkeeping Fees	49,590.00	50,678.25	1,088.25	2.15%	
Advertising and Marketing	427.88	2,583.07	2,155.19	83.44%	
Office Expense	262,919.65	262,469.65	(450.00)	-0.17%	
Legal	79,256.13	95,334.74	16,078.61	16.87%	
Training and Travel	46,358.98	39,241.87	(7,117.11)	-18.14%	
Other Administrative Costs	33,336.01	54,694.58	21,358.57	39.05%	
Total Administration	2,243,095.70	2,310,990.73	67,895.03	2.94%	(4)
Asset Management Fee	68,950.00	69,500.00	550.00	0.79%	
Tenant Services:					
Salaries	55,398.21	74,838.20	19,439.99	25.98%	
Relocation	7,449.00	0.00	(7,449.00)	0.00%	
Employee Benefits - Tenant Services	21,636.02	28,704.21	7,068.19	24.62%	
Other/Funding/Travel and Training	1,995.17	16,927.64	14,932.47	88.21%	
Total Tenant Services	86,478.40	120,470.05	33,991.65	28.22%	(5)

Huntsville Housing Authority
Combined Public Housing, COCC and BAF
May 31, 2025

	Actual YTD	Budget YTD	Budget Variance Favorable (Unfavorable)	Variance Percentage	
Utilities:					
Other Utilities	68,559.57	65,679.18	(2,880.39)	-4.39%	
Water	168,138.86	188,100.65	19,961.79	10.61%	
Electric	185,252.86	140,572.77	(44,680.09)	-31.78%	
Gas	26,831.86	16,654.08	(10,177.78)	-61.11%	
Sewage	178,015.58	226,191.64	48,176.06	21.30%	
Total Utilities	626,798.73	637,198.32	10,399.59	1.63%	(6)
Maintenance:					
Labor - Maintenance	865,054.02	885,564.20	20,510.18	2.32%	
Employee Benefits - Maintenance	279,627.70	313,377.42	33,749.72	10.77%	
Materials	708,594.00	801,445.98	92,851.98	11.59%	
Contract Costs	504,252.25	481,223.06	(23,029.19)	-4.79%	
Total Maintenance	2,357,527.97	2,481,610.66	124,082.69	19.89%	
Protective Services:					
Protective Services Contract Costs	245,641.59	250,141.96	4,500.37	1.80%	
Total Protective Services	245,641.59	250,141.96	4,500.37	1.80%	
General Expenses:					
Insurance	493,163.13	495,240.66	2,077.53	0.42%	
Other General Expenses	75,941.00	74,604.69	(1,336.31)	-1.79%	
Payment In Lieu of Taxes	0.00	74,825.62	74,825.62	100.00%	
Total General Expenses	569,104.13	644,670.97	75,566.84	98.63%	
Other:					
Collection Loss (Bad Debt Expense)	49,528.80	52,073.42	2,544.62	4.89%	
Extraordinary Maintenance	0.00	0.00	0.00	0.00%	
Extraordinary Items	0.00	0.00	0.00	0.00%	
Casualty Loss	38,164.19	10,416.67	(27,747.52)	-266.38%	(7)
Transfer to Section 8 (COCC/BAF)	0.00	0.00	0.00	0.00%	
Inter AMP Transfer Out	311,000.00	75,000.00	(236,000.00)	-314.67%	
Loss Disposition of Fixed Assets	0.00	0.00	0.00	0.00%	
Total Other	398,692.99	137,490.09	261,202.85	189.98%	
Total Expenses	6,596,289.51	6,652,072.77	55,783.26	0.84%	
Net Income/Loss	(734,965.98)	2,721.49	(737,687.47)	0.00%	
Capital Assets Addition	347,063.82	274,266.67	(72,797.15)	-26.54%	(8)
Increase/Decrease in Unrestricted Net Position	(1,082,029.80)	(271,545.18)	(810,484.62)	0.00%	

Huntsville Housing Authority Explanations for May 31, 2025

- (1) **HUD PHA Operating Grant and Management Fees- Capital Fund 2024** – The HUD PHA Operating Grant – CFP of \$1,389,036 and Management Fees of \$555,614 were allocated in the HUD ellocs drawdown system on May 29, 2025. These funds were drawn in June 2025.
- (2) **Interest Income-** The Wells Fargo General Fund and COCC cash balances have decreased and are not earning the estimated interest anticipated at the time of budget preparation.
- (3) **Other Income** – The favorable Other Income variance is due to the receipt of Stoneridge Villas Developer Fee Earned Income of \$240,031 and prior year insurance settlement amount of \$9,824.
- (4) **Total Administration Expenses** – Overall the actual expenses for these line items are lower than the budget cost. The favorable variance is offset by actual travel expenses, audit fees, and management fees. The Total Administration Expenses are expected to be line with the budget.
- (5) **Total Tenant Services** –The Ross Grant and FSS Staff personnel have been allocated to their respective grants for January 2025- April 2025. The allocation of FSS Salaries and Benefits to public housing is estimated to begin in June 2025. The line item should be in line with the budget. The overall favorable variance is offset by relocation expenses that were not anticipated during budget preparation.
- (6) **Electric and Gas-** The unfavorable variance is due to actual utilization cost being higher than the twelve-month average budget allocation. The future budget revision will reflect an update in cost incurred.
- (7) **Casualty Loss** – The Casualty Loss Budget was \$25,000.00 for one unit. The insurance claim has been settled. The insurance company issued an additional check to the agency for \$13,164.19. These insurance proceeds will offset the \$38,164.19. The casualty loss total will be in line with the budget.
- (8) **Capital Assets Addition-** The Johnson Towers Elevator Repair is currently under construction. Payment was issued to cover the cost materials. The Capital Fund 2024 Operations funds received in June 2025 will offset the expense incurred.

The YTD Decrease in Unrestricted Net Position of \$1,082,029.80 is explained by the delay of being able to drawdown HUD PHA Operating Grant CFP and Management Fees- Capital Fund yielding a YTD unfavorable variance of \$797,470.73. The June 2025 completed drawdown of funds allocated retroactively will decrease the unfavorable variance in future reporting periods. Overall, YTD Total Expenses are currently trending inline with the YTD Allocated Budget.