

**HOUSING AUTHORITY OF  
ST. MARY'S COUNTY, MARYLAND  
BOARD OF COMMISSIONERS MEETING**  
Meeting held February 23, 2011

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**MINUTES**

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**Present:** Robert Gant, Jr., Chair, Commissioner  
Joan Gelrud, Co-Chair, Commissioner  
Agnes Butler, Commissioner  
Andrew Kozak, Commissioner  
Darlene Johnson, Commissioner  
Stephanie Proctor, Commissioner  
Bob Schaller, Director, DECD  
Dennis L. Nicholson, Secretary  
Crystal Wojciechowski, Recorder

**Call To Order:**

The meeting was called to order by Dennis Nicholson at 5:45 p.m..

**Consideration of Minutes**

Minutes from the previous Housing Authority Board meeting on November 10, 2010 were reviewed and discussed. Motion to approve minutes with small edit for November 10, 2010 by R. Gant, Seconded by D. Johnson. All in favor. Motion carried. Minutes approved.

**Resolution 2011-01 PHAS Submission**

The Public Housing Assessment System submission pertains to the Public Housing Program – 52 units at Holland Forrest Landing and Patuxent Woods. HASMC, under the PHAS system, is rated annually on physical conditions, financial conditions, management operations, resident services and resident satisfaction.

Each year, D. Nicholson is required to submit an online set of forms that certify that the Housing Authority has systems in place to complete physical improvements and inspections, has satisfactory financial systems, management operations, etc.

As funds are available, maintenance works to upgrade the projects. In 2010, new heat pump systems were installed in some units. In addition, when funds are available, in some units in Patuxent Woods I, living space has been increased by pushing the inside storage components onto the outside of the unit. Upgrades are completed by monies used from Capital Fund, MEA, ARRA and MEEHA.

D. Nicholson requested that the Board authorize the Executive Director to execute the PHAS management certification. This certifies that there is no evidence of serious deficiency

performance that casts doubt on the Housing Authority's capacity to preserve and protect its public housing developments and operate them in accordance with federal laws and regulations.

R. Gant asked, "Is there a mechanism in place where the Housing Authority could measure satisfaction of residents?" Dennis responded by saying that HUD sends out a resident satisfaction survey directly to the residents. Based on those comments, HUD makes an opinion. Survey questions relate to the quality of the property (interior/exterior, safety, lighting, services, etc). Through that survey, resident satisfaction is determined. The Housing Authority then receives a score from HUD. During Transition Year 2 (2009) satisfaction surveys were eliminated.

Motion to approve Resolution 2011-01 by R. Gant, seconded by D. Johnson. All in favor. Resolution approved. Motion carried

### **Emphasys Software**

The software investment that was initially undertaken in September is pulling itself into a successful conclusion. All data from the HA's paper filing system is now in electronic format, stored on Elite's web hosted server. The HA has a license agreement with Emphasys to keep all data backed up, as the HA does not have the personnel to do systems management and IT. Training has also been completed and the software went live on Tuesday. Staff has been actively using the software as of Tuesday, February 22<sup>nd</sup>. The HA is working with Emphasys this week for additional training, setups and at becoming independent in-house. HASMC is working toward its first check export between Elite and Accpac on April 1<sup>st</sup>. It is expected that there will be a six (6) month learning process. Documentation backups are still required in the files for quality control and HASMC will never be completely paperless.

### **Indian Bridge Apartments**

Indian Bridge Apartments (IBA) is finally starting to come to a close. Progress in hard weather days has been ongoing. The State inspector is pleased with the progress. HASMC is forty-nine (49) percent owner has an advisory role. Osprey is the controlling owner. As such, Osprey has made their own priorities as far as kitchen upgrades, heat pumps, etc. Standard items for all units include new windows and roofs.

IBA's capital reserve fund will build up over time and the State has it structured so that IBA can be as self sustaining as is reasonable to allow for regular repairs and planned improvements. Fifty- five (55) of one-hundred and eleven (111) units are qualified to a certain income limit for the tax credit investors. HASMC has not benefited financially from IBA and spent a lot of cash to get the financing package together. Overall, when residents see the completion of IBA, their rents should remain the same or close to the same, but will have upgrades (kitchens, for example). IBA's occupancy rate has increased from eighty nine (89) percent to about ninety-two (92) percent event with the renovations.

### **Greenview Village Apartments (GVV)**

Each day that renovations are not being completed costs HASMC about \$630 per day. This is very significant to HASMC. Our daily revenue loss is due to the set aside vacancies to allow the contractor to get right into the renovations at GVV. HASMC is supposed to close on GVV on Monday February 18<sup>th</sup> and all documents are supposed to arrive at the title company (Dugan, McKissick, Wood and Longmore). The Board of Public Works has already approved GVV,

building permits are in hand and the contractors are ready to start the renovation. Jackie Reabe has worked very hard in getting through this closing process that started in 2008.

**Federal Budget**

Looking towards potential budget cuts in 2011 – the worst case scenario is that 20% of administrative funding for the voucher program for the remainder of 2011 will be cut. That would result in a \$200,000 loss in revenue. HASMC is already running very thin as there is not much cash. This is very significant for HASMC as it would put stress on other funding sources as well and could weaken HASMC’s ability to pay housing assistance payments to landlords. The federal government is currently operating on 2010’s budget carried over until March 4, a continuing resolution. In the Public Housing program, already HASMC does not receive much operating money, except for the Capital Fund. The Capital Fund is used for much needed improvements to the property. If this money was cut as well it could have a long term affect on needed larger improvements.

R. Gant asked how will HASMC react to worst case scenario? D. Nicholson stated that HASMC must determine what large expenses can we expect in the near future? Also, which of those large expenses will we have time to manage and which ones will there be no time to manage; those are the hardest.

**The Gateways**

D. Nicholson stated that he has been talking with RBC Bank. The Gateways is currently on a variable rate loan. D. Nicholson is working to move these loans to a fixed rate loan. Sean Cullen, Director of Multifamily Projects at RBC Bank has been collecting information on HASMC and the Gateways so that he can attempt to present an offer to us for permanent financing from an investor. At this time there is not specific investor, but HASMC’s plan is to provide that information and to see what RBC Bank has to offer. D. Nicholson stated that he has also reached out to FHL Bank of Atlanta and other community banks in the area.

**Motion to adjourn**

Motion to adjourn by A. Kozak, seconded by D. Johnson. All in favor. Motion carried.

Quorum Broken - Meeting adjourned at approximately 7:45 p.m.

SUBMITTED:

ACCEPTED BY:

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Dennis L. Nicholson, Secretary

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Robert Gant Jr., Chair