

**HAC STAFF AND RESIDENT COUNCIL ANNUAL/5Y CAPITAL FUND PLAN MEETING
FEBRUARY 11, 2022
10:00-11:30 AM
AGENDA**

- Welcome
- Introductions
- Opening Remarks
- Updates - Lease/Policy/ Maintenance and Flat Rent Charges
 - Lease
 - Admissions and Continued Occupancy Policy (ACOP)
 - Maintenance Charge Schedule
 - Flat Rents
- Capital Fund Projects - Priorities and Budget
- 45 Day Comment Period begins 2/25/22, ends 4/4/2022
- Public Hearing 4/20/22
- Comments/Questions/Concerns
- Adjournment

NOTES



Meeting: Annual Plan/5Y Capital Fund Meeting – Senior Staff & Resident Councils

Date: 2/11/2022

Sign-In Sheet

#	Name	Title	Organization
1	Debbie Craft	HAC CH Mgr	HAC
2	Shannon Wilsch	Senior Housing Mgr	HAC
3	Ruth McDonald	Golden Tower	
4	Aleena Echut	EXEC Assistant	HAC
5	Danielle Pereda	Leasing/Recert Mgr	HAC
6	Sharon Brown	Property Manager	HAC
7	Linda DiGirolamo	Procurement Officer	HAC
8	Chris Brattain	Deputy Director	HAC
9	Kestell Turley	L R C P	HAC
10	WALH	WALH	HAC
11	JOSHUA HARRIS	CITY HEIGHTS	
12	Meggie Macgrew	V President	G.T.
13	JOHN ADKINS	HAC	
14			
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Proposed Lease Changes for 2022

Section 3: Rent Payment

This amount is due on the first day of each month and will be late on the eighth day of the month. Rent is payable by check or money order addressed to HAC and placed in the rent collection box located at the property management office of each development. If a reasonable accommodation on where to pay rent is needed, other arrangements can be made. The Landlord will accept no cash. If the 7th of the month falls on a weekend or holiday, rent must be paid the business day prior to avoid applicable late fees. Payments made on residents' accounts will be paid to the oldest debt first.

If the Resident fails to make the rent payment by the seventh day of the month, a notice to vacate will be issued to the Resident. A \$35 late charge will be assessed until the end of business on the last day of the month. A check returned for non-sufficient funds shall be considered non-payment of rent and, in addition to the late charge, a returned check fee equal to what the bank charges the Landlord will be charged to the Resident.

Section 4. Security Deposit

With the approval of the Landlord, the Security Deposit may be made in two payments: The first payment will be due upon leasing the unit, the 2nd payment will be due the following month.

Section 5: Occupancy

Added: Resident Shall Not:

- k. Knowingly encourage or allow any person on the HAC trespass list to visit or reside in their home, or on the property of any HAC owned or managed properties. Current updated lists are available to be viewed in each property management office

Section 7: Utilities

The Utility Allowance Schedule for Resident Paid Utilities and the Schedule of Excess Utility Charges are posted in the Landlord's office. The Resident shall pay any excess utilities consumed in their unit over and above that set forth in the Schedule. Utility allowance revisions based on rate changes shall be effective July of every year, with at least 30-day notice given to all affected residents and posted in the property management offices. Any charges for excess consumption of electric will be due with the rent statement that includes the charges, excess utility charges are billed 30 days behind.





For public housing residents that reside in our New Site Properties or Eastside Revitalization 1 property, if receiving a utility allowance payment, will need to provide their Duke account number to the property manager. Any payments of utility allowances will be paid directly to the provider on the residents' behalf. The amount will be based on income, household size and rent calculations, done at interim and annual recertification reviews. The new utility allowance schedule provided by HUD, must be implemented within 90 days following the release of the schedule, which could result in an increase or decrease in utility allowance payment or rent portion due.

Section 16: Lease Terminations

- c. failure to provide timely and accurate statements of income, assets, expenses and family composition at Admission, Interim, Special or Annual Rent Recertification, to return all recertification packets and supporting documents by the required deadline, or to cooperate in the verification process if the Resident has chosen to pay rent based on a percentage of income
- n. failure to abide by the provisions of the pet / assistance animal policy.
- w. removing any batteries from a smoke detector, removing smoke detector or any parts of the detector, or failing to notify the Landlord if the smoke detector is inoperable for any reason. This applies to carbon monoxide detectors at applicable developments.
- ii. Knowingly encourage or allow any person on the HAC trespass list to visit or reside in their home or on any HAC owned or managed property

Section 18: Lease Termination by Resident

If the former resident is owed a security deposit refund, it will be mailed within 30 days of vacating apartment to the address provided on the vacate form or last known address, if vacate form was not completed by resident.

Section 19: Termination of lease upon death or incapacity of the resident

In order for a non-lease holder to have access to a unit occupied by an HAC resident, the non -lease holder must provide appropriate court orders or documentation establishing a legal right to do so, such as Power of Attorney or Court Appointed Conservatorship along with photo identification. A copy will be made for resident's file.

Section 20: Delivery of Notices

Notice by Landlord: Any notice from the Landlord shall be in writing and either personally delivered to the Resident or to an adult member of the Resident's family residing in the dwelling unit, taped to resident door, or may be sent to the Resident by Certified Mail, return receipt requested, properly addressed, postage pre-paid.





Proposed ACOP Changes for 2022

9.3 – FAMILIES NEARING THE TOP OF WAITING LISTS

Clarifying language was added to show that the interview will be by phone, and documents/verifications can be mailed or dropped off to main office at 2300 Madison Ave, Covington KY 41014

10.8 - ACCEPTANCE OF UNIT

Clarifying language added to show current process, will read as follows:

Prior to signing the lease, all families (head of household) and other adult family members will be required to read the orientation packet. The packet will be mailed out to the applicant, along with the orientation attendance acknowledgment. When they return the signed orientation acknowledgement (via drop box @ 2300 Madison Ave), they are initially accepted for occupancy. Failure of an applicant to return the orientation acknowledgement in the allotted time, may result in the cancellation of the occupancy process. The orientation packet shall include the resident's rights and responsibilities under the Violence Against Women Act

Security Deposit will change as follows:

\$400 for Elderly or Disabled

\$600 for non-elderly households.

Changing from allowing 5 payments to pay deposit, to two payments. First payment at lease signing and second payment due with next months rent.

11.3 - DEDUCTIONS FROM ANNUAL INCOME

Removing former permissible deductions –

15% working deduction

Child support deduction





13.7 – UTILITY ALLOWANCE

Adding clarifying procedure for those who will receive a utility allowance payment and the excess utility charges billed from HAC, as follows:

For public housing residents that reside in our New Site Properties or Eastside Revitalization 1 property, if receiving a utility allowance payment, will need to provide their Duke account number to the property manager. Any payments of utility allowances will be paid directly to the provider on the residents' behalf. The amount will be based on income, household size and rent calculations, done at interim and annual recertification reviews. The new utility allowance scheduled provided by HUD must be implemented by 90 days after the change and may change the residents rent portion or utility allowance payment.

Utility allowance revisions based on rate changes shall be effective July of every year, with at least 30-day notice given to all affected residents and posted in the property management offices. Revisions based on changes in consumption or other reasons shall be effective July of every year, with at least 30-day notice given to all affected residents and posted in the property management offices

13.8 - Paying Rent

Removing second tier of late fee policy. Late fees will only be incurred one time per month. See below for description of how this will be implemented:

If the rent is not paid by the seventh day of the month, a Notice to Vacate will be issued to the resident. In addition, a \$35.00 late charge will be assessed to the resident if the rent is paid after the seventh day of the month. If the 7th falls on a weekend or a holiday, rent must be paid the last business day prior to avoid applicable late fee.

Payments made on residents' accounts will be paid toward the oldest balances first. No partial rent will be accepted.

15.0 – GENERAL (Recertifications)

Clarifying the process, will read as follows:

The Housing Authority of Covington will send a notification letter and a Recertification packet to the family letting them know that it is time for their annual reexamination. The packet will contain various forms to be completed entirely and sent back to HAC via drop box (located at their management office or main office) along with all verification of any income, assets, and family composition. The packet and verification(s) must be received by the due date on the letter. The Annual Recertification is the only time in which a family may choose between flat rent or





income-based rent. If the family thinks they may want to switch from a flat rent an income-based rent, they should contact the Housing Specialist by phone and discuss next steps.

During the review of recertification documents, the Housing Authority of Covington will determine whether family composition may require a transfer to a different bedroom size unit, and if so, the family's name will be placed on the transfer waiting list.

In the recertification packet, each household shall be asked whether any member is subject to the lifetime sex offender registration requirement under a state registration program. The Housing Authority will verify this information using the National Sex Offender Database. If the recertification screening reveals that the tenant or a member of the tenant's household is subject to a lifetime sex offender registration requirement, or that the tenant has falsified information or otherwise failed to disclose his or her criminal history on their application and/or recertification form, the Housing Authority will pursue eviction of the household.

If a family is facing eviction based on either the criminal check or the sex offender registration program, the applicant or tenant will be informed of this fact and given an opportunity to dispute the accuracy of the information before the eviction occurs.

15.1 - NON-COMPLIANCE WITH RECERTIFICATION

If the tenant/family fails to respond to our request for annual recertification by not returning the packet and/ or verifications by the due date, they will be issued a notice of lease termination. Tenants must comply with the packet AND requested verifications by the date listed on the termination notice, giving them 14 days to cure.

Additionally, not reporting changes in income, assets, or family composition within 15 days of the change, may result in the tenant owing HAC retroactive rent. If it is verified that the tenant did not report changes in income, assets, or family composition within 15 days, or caused a delay in processing the change, it may be grounds for lease termination and/or prosecution for fraud.

15.5 INTERIM RECERTIFICATIONS

Clarified the reporting process as follows:

All changes in income and household composition must be reported on an interim change form to the Housing Authority's Housing Specialist via drop box at your site management office or main office (2300 Madison Avenue.)





16.6 COST OF FAMILIES MOVE (Transfers)

Added a clarifying process, as each site is to operate as its own entity. If transferring between properties, rent will stop at one unit and pick up at the new unit for the first month. The process is as follows:

If moving from one site to another of HAC owned or managed property, residents will be required to pay the prorated portion of rent until the keys are turned in on the former unit. They will pay the prorated portion of rent for the new unit beginning the day the 50058 HUD record is started. This will be discussed with the resident prior to move.

In addition to prorating the rent, a resident cannot possess more than one subsidized unit greater than 7 days. Failure to turn in a former unit within 7 days, the resident will be responsible for the flat rent of the former unit, until possession is given back to HAC, or lease termination ends.

If transferring from one site to another, the security deposit will be closed out at the former address. Any applicable charges, rents, or fees will be deducted. If the resident owes a balance, they will be notified, and requested to pay immediately. Failure to pay balance will be grounds for lease termination. Any refunds back to the resident, will be processed and mailed within 30 days.

The resident will then be responsible for paying the new security deposit for the new address. A new deposit will be charged to the account and payable in full within 60 days.

18.0- PET/ASSISTIVE ANIMAL POLICY

Adjusted the section to refer to Pets and Assistive animals throughout.

The documentation for the assistive animal shall include that it is spayed or neutered, inoculations are current by a local veterinarian, and any licensing that is required by state or city is updated. This information will be required to be updated annually. Damages that occur to the resident's unit or common areas, by an assistive animal or pet, will be charged to the resident once the work order is completed.





19.0 – REPAYMENT AGREEMENTS

Removed reference of approval by Director of Operations and changed to Deputy Director.

20.0 - TERMINATIONS

Residents who knowingly encourage or allow any person on the HAC "NO TRESPASS LIST" to visit or reside in their home, or on the property of any HAC-owned or managed properties. Lists are updated frequently and available for viewing in each property management office.



Maintenance Charges

Effective July 1, 2022

HAC reserves the right to bill the total cost for any necessary repair due to resident damages or neglect. This includes costs for parts and labor.

The charges listed below are a guideline and may not necessarily reflect the actual amount to be charged for repairs. You will receive an invoice describing the actual billable charges. You have the right to ask for an explanation of any amount billed to your account.

BELOW ARE PARTS AND SUPPLY CHARGES FOR THE MOST COMMON MAINTENANCE REQUESTS. FOR A COMPLETE LIST, PLEASE SEE YOUR PROPERTY MANAGEMENT OFFICE.

****Labor charges are \$40.00/hour and are billed in half-hour increments. All charges below are subject to market and supply rates and additional charges may apply.***

<u>PAINTING/DRYWALL</u>	
Painting room	\$75.00
Exterior Painting	At cost
Apply stain blocking primer	Minimum \$20.00/At cost

<u>ELECTRICAL</u>	
Replace light fixture	\$10.96-\$86.65
Replace Light Globe (Ceiling)	\$4.68
Replace Light Switch/Plug Covers	\$0.29 to \$0.34
Replace Smoke alarm (tenant damage)	\$46.75 (combo)
Other Electrical – cost as per damage	At cost
9v Battery for Smoke Alarm*	\$3.00
Light Bulb Replacement (60 watt)	\$2.48
Apartment Fire – (if tenant responsible)	\$2500 deductible

<u>HEAT/AIR CONDITIONING SYSTEMS</u>	
Sized a/c filter	\$3.00
Sized a/c filter for GT PTAC Units (Plastic filters)	At cost
Clean A-Coils (resident neglect – failure to change/allow change of filter)	\$45.00
Clean mini-split coils and fan (resident neglect)	\$45.00
Other repairs (as per damage)	At cost
Air-conditioner installation (see procedure)	\$100.00 (each)
Ceiling Fans (must be new in box)	\$75.00

Maintenance Charges

Effective July 1, 2022

*Residents are subject to a \$40 fine if smoke alarms are found inoperable due to damage/neglect, if device covers are missing, or if detectors have been taken down and/or removed from apartment.

<u>REFRIGERATOR</u>	
Light Bulb	\$1.02
Shelf (depending on style)	At cost
Crisper Drawer	At Cost
Refrigerator Door Handle	\$18.60
Freezer Door Handle	Used, labor only
Refrigerator – door bar	\$16.52-\$21.90
Refrigerator – freezer door bar	\$16.61
Crisper Cover	\$33.10
Removing stickers from appliance	\$5.00 per sticker
<u>STOVE (Electric) Depending on site</u>	
Drip Pan 6"	\$1.80-\$5.25
Drip Pan 8"	\$3.30 -\$6.65
Small burner – 6"	\$17.67
Large Burner – 8"	\$18.60
Stove Knob	\$3.56-\$3.59
Oven Knob	\$3.56-\$5.05
Oven Rack	At cost
<u>STOVE (Gas) Depending on site</u>	
Stove Knob	\$3.56-\$3.59
Oven Knob	\$3.59-\$5.05
Oven Rack	At cost
<u>RANGE HOOD</u>	
Filter	\$2.82-\$7.50
Light Bulb	\$1.02
Light Lens	\$2.70-\$6.27
Lens/Filter	\$9.19
Fan	\$84.82

Plumbing

Grease should never be poured in a drain. Let it cool and dispose in proper container in trash.

Wipes of any kind should

never be flushed or washed down a drain. They do not decompose properly and will cause a drain to stop up. Tampons and other feminine products should not be flushed as it will cause drain blockages. Residents are not to use drain opening chemicals at any time. Residents should purchase plungers; this could help reduce calls for service and charges to resident accounts.

Maintenance Charges

Effective July 1, 2022

<u>PLUMBING</u>	
Unstop Drain – Using electric snake	\$40.00
Unstop Drain – Using Drain opener	\$15.00
Unstop Drain – Pulling P-trap	\$15.00
Unstop Commode – using plunger or auger	\$25.00
Unstop Commode – pulling toilet	\$65.00
Replace Commode – Tank, bowl, seat, etc.	At cost
Replace Commode seat	\$8.25 (GT) \$15.98
Replace Sink Strainer/Stopper	\$1.47 Kit \$9.07
Bathroom sink stopper	\$0.47
Shower Head	\$14.39
Other Repairs	At cost per damage
<u>BATHROOM</u>	
Toilet Paper holder	\$0.50 - \$2.57
Shower Rod	\$2.86-\$2.94
Soap Dish	\$2.89-\$4.79
Bath Light Cover	\$22.95 + End caps
Bath Light Cover (GT)	\$17.26
Towel Bar – 18 "/24"	\$3.98/\$4.92
Open Drains (unstop sink/tub)	Labor only
Replace bulb – F15 tube	\$3.37
Medicine Cabinet	\$34.00
Medicine Cabinet – mirror	\$23.55

<u>Windows/Screens (based on size of window)</u>	
Screens	\$9.75-\$48.68
Glass	At cost
Window Locks	\$1.45-\$2.50
Window Safety Bars	At cost
Blinds	\$3.08-\$14.25
Screen Bar	\$30.78
<u>DOORS</u>	
Latch	\$1.98
Pneumatic Door Closer	\$12.34
Storm Door Hooks	\$0.52
Latch Assembly (storm door)	\$12.43
Storm Door Safety Chain	\$2.45
Door Stop – Brass	\$3.51
Door Jamb	\$20.72
Bumper Replacement Door Stops	\$0.56
Lockset Passage (doorknob set)	\$7.55
Lockset Passage (Privacy)	\$8.06
Ranch Casing	\$4.34
Solid Brass Dummy knob	\$5.11
Interior Door Replacement	\$63.14-\$104.50

Maintenance Charges

Effective July 1, 2022

Wall Protector	\$1.00
Storm Door	\$241.00

<u>Other Miscellaneous Repairs/Cleaning</u>	
Base Cabinet	\$270.75
Key Cut (during business hours)	\$5.00
Replace mailbox lock	\$25.00
Replace mailbox (CH/LT)	\$7.31
Kitchen Ceiling Tubes F32	\$3.43
Under Kitchen Cabinet Tubes F13	\$2.43
Lockouts/after-hours/holidays (Must have valid ID)	\$40.00
Remaster – during business hours (1 door)	\$37.50 + Key charge
Remaster – during business hours (2 door)	\$47.50 + Key charge

After-hours Emergency Maintenance Line should be called in the following examples:

- **No Heat**
- **No Power**
- **Leaks or Flood**
- **Smell of Gas**
- **Other health or safety issues that are an emergency**

Important information:

Workorders must be called in to 859.655.7300 – and should include residents name, address, and a description of the problem. Once the workorder is placed, permission for HAC maintenance or contractor to enter unit to repair reported problem, has been granted.

Golden Tower: Residents are responsible in cleaning the air filters on their heating/air units monthly or more if needed. If debris is in the vents, they are responsible for cleaning the vent area with a vacuum.

Damage to the unit due to not keeping filters clean, will result in the resident being responsible for the replacement cost of the unit.

If your electric goes out in your kitchen or bathroom, check your GFCI plug (usually near the sink in bathroom or near fridge in kitchen), hit the reset button and see if the electric comes back on, if it does not then call in a workorder for repair.

Residents are responsible for the replacement of their lightbulbs. If a workorder is called in to replace bulbs, the resident will be responsible for the cost of the bulb and a half hour labor to install.

HOUSING AUTHORITY OF COVINGTON
FLAT RENTS EFFECTIVE JULY 1, 2022

<u>GOLDEN TOWER:</u>	<u>Previous</u>	<u>Proposed:</u>
Efficiency	\$483	\$514
One Bedroom (Corners)	\$528	\$564
One Bedroom (Interior)	\$558	\$594

CITY HEIGHTS & LATONIA TERRACE

One Bedroom	\$558	\$594
Two Bedroom	\$733	\$769
Three Bedroom	\$995	\$1044
Four Bedroom	\$1140	\$1186

ACADEMY FLATS:

One Bedroom (PHA/SECTION 8)	\$600	\$700
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ESR1:

One Bedroom:	\$600	\$650
Two Bedroom:	\$700	\$770
Three Bedroom:	\$900	\$950

NSP:

Two Bedroom:	\$733	\$769
Three Bedroom:	\$995	\$1044

SECURITY DEPOSITS:

Effective July 1, 2022 the security deposit amounts will be as follows for incoming residents:

Non-Elderly or disabled household: **\$600**

Elderly or disabled household: **\$400**

Deposits may be split into two (2) payments. First payment due at lease signing, second payment due with next rent payment.

A NOTE ABOUT THE CALCULATION METHODS USED FOR YOUR RENT PAYMENT:

Tenants are given a choice between Flat Rent and Income-Based Rent (30% of income) during their annual re-certification process.

Flat Rent may be beneficial for households with higher annual incomes. It "caps" the amount of rent charged to 80% of the area's Fair Market Rent (FMR). Flat Rent only requires tenants to verify their household income and assets every 3 years, though household composition must still be verified annually via a mail-in packet.

In contrast, Income-Based Rent may be beneficial for households with lower annual incomes. Income-Based Rent requires tenants to verify their household income, assets and household composition annually.

Whatever rent calculation method chosen, a tenant's monthly rent charges will never exceed 30% of their annual income.

HOUSING AUTHORITY OF COVINGTON

PET/ASSISTANCE ANIMAL POLICY

The Housing Authority of Covington allows for pet ownership in its developments with the written pre-approval of the Housing Authority.

The Housing Authority of Covington adopts the following reasonable requirements as part of the Pet Policy:

1. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units.
2. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Housing Authority of Covington harmless from any claims caused by an action or inaction of the pet.
3. Residents must have the prior written approval of the Housing Authority before moving a pet into their unit.
4. Residents must request approval on the Authorization for Pet / Assistance Animal Ownership Form that must be fully completed before the Housing Authority will approve the request.
5. Residents must give the Housing Authority a picture of the pet so it can be identified if it is running loose.
6. A pet deposit of \$200 per un-caged or contained animal pet is required at the time of registering a pet, along with a \$10 per month per pet fee.
7. The Housing Authority of Covington will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, rodent (including a rabbit), fish in aquariums or a turtle will be allowed in units. Common household pets do not include reptiles (except turtles).

All dogs and cats must be spayed or neutered before they become six months old. A licensed veterinarian must verify this fact.

Only so many pets per unit will be allowed according to this schedule.

Unit Size	Pets
Zero Bedroom	1
One Bedroom	1
Two Bedrooms	1
Three Bedrooms	2
Four or More Bedrooms	2

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animal may exceed twenty (20) pounds in weight projected to full adult size.

8. In order to be registered, pets/assistance animals must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian or state, or local official shall be annually filed with the Housing Authority of Covington to attest to the inoculations.
9. The Housing Authority of Covington, or an appropriate community authority, shall require the removal of any pet/assistance animal from a property if the animal's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the development or of other persons in the community where the project is located.

**Housing Authority of Covington Authorization for
Pet/Assistance Animal Ownership Form
(ONE FORM PER PET)**

Pet Owner's Name: _____

Pet Owner's Address _____

Daytime telephone #: _____ Work Telephone #: _____

Pet's Name: _____ Type or Breed _____

CIRCLE ONE: PET ASSISTANCE

Spayed or neutered? CIRCLE ONE: YES NO

License or ID Number: _____

Name of Veterinarian: _____ Phone: _____

Address: _____

Emergency Caregiver for the Animal: _____

Address: _____

Phone: _____

I have read and understand the rules governing pets/assistance animals and I, and all members of my household, agree to fully comply.

Signature Animal Owner: _____ Date: _____

Approved By: _____ Date: _____

Please attach to this form the following: Picture

of Pet/Assistance Animal

Rabies Certification

Inoculation Record (Must be updated annually)

Assistance Animal Documentation:

Reasonable Accommodation Form required

Written Statement of Need from Licensed Professional

ACTIVITIES LIST
5 YEAR ANNUAL PLAN FOR RESIDENT MEETING ON 2-11-2022

COMMUNITY (AMP)	PROJECT	BUDGET CF22	BUDGET CF23	BUDGET CF24	BUDGET CF25	BUDGET CF26
PHA Wide	Operations- CH, LT, GT, ESR I, AF & NSP	392,733	400,147	454,553	448,935	443,293
	Operations- Emery	3,766				
	Operations- ESR II	2,139				
	Operations - ESR III	2,080				
	Operations- River's Edge at Eastside Pointe	14,282	14,853	15,447	16,065	16,707
	Operations- Box truck, tailgate lift	65,000	60,000			
	Furniture & Blinds	30,000				
	Management Improvements- Staff & Education/Training	48,750	47,500	46,250	45,000	43,750
	* Training of HAC staff in operations, maintenance, accounting & financial procedures					
	* Training residents for agency or community employment. Teen Summer Work Program					
	* Technical assistance to Resident Council					
	* Correct management deficiencies. Improvements to management, financial & accounting control procedures.					
	* Development and improvement of applicant screening procedures					
	Management Improvement- Security (signage, cameras, key machines, etc.)	78,204	123,213	122,500	132,500	132,500
	Management Improvement- Systems (software, computers, copiers, telecom, etc.)	48,750	47,500	53,991	54,229	53,750
	Administration (Salaries/Benefits- CF related)	122,000	130,000	165,000	170,000	172,316
	Consultant Fees	40,000	40,000	47,500	50,000	50,000
	Architecture and Engineering Fees	100,000	120,000	130,000	111,867	100,000
	Maintenance Shop / Offices / Purchasing / Parking	217,267	304,853	277,090	328,423	298,325
	SUBTOTAL PHA WIDE	\$1,164,971	\$1,288,066	\$1,312,331	\$1,357,019	\$1,310,641
GOLDEN TOWER	Replace acoustical ceiling	5,000	5,000	5,000	5,000	5,000
	New LED lighting (Units and Non Dwelling)	6,000	6,000	8,000	15,000	15,000
	Replace sanitary sewer lines and stacks (Units and Non Dwelling)	75,000	70,000	20,000	20,000	20,000
	Replace waterlines, valves, backflow preventer, water heaters and pumps (Unit, Non dwelling and Site)	6,000	6,000	8,000	15,000	15,000
	Storm line upgrades	5,000	5,000	5,000	5,000	5,000
	Replace toilets- energy efficient (Units and Non Dwelling)	5,000	5,000	5,000	5,000	5,000
	Replace all bath fixtures (showers, controls, cabinets, sinks and faucets)	6,000	6,000	8,000	20,000	20,000
	Replace roof system and flashing	5,000	5,000	5,000	5,000	5,000
	Paint corridors and stairwells / Replace common area flooring	6,000	6,000	8,000	15,000	15,000
	Upgrade flooring to vinyl plank or VCT (Units and Non Dwelling)	6,000	6,000	8,000	20,000	20,000
	Replace windows and caulk	30,000	40,000	40,000	40,000	40,000
	Replace kitchen cabinets, countertops, sinks, faucets and range hoods	15,000	25,000	25,000	25,000	25,000
	Replace door handles from knobs to lever arm in stairwells			7,500	7,500	
	Elevator upgrades (cab upgrades, braille buttons, hoist and governor replacement, door operator, protection system, etc.)	40,000	50,000			
	Concrete / Asphalt and stripping	20,000	20,000	30,000	30,000	30,000
	HVAC- common area and PTAC units	18,000	18,000	18,000	18,000	18,000
	Mailboxes	15,000				
	Smoke detectors / Carbon monoxide detectors (NSPIRE protocol)	5,000				
	Tuck-pointing / Caulking / Exterior painting	50,000	10,000			
	Trash compactor	20,000				
	Fire pump and components	10,000				
	SUBTOTAL GOLDEN TOWER	\$348,000	\$283,000	\$200,500	\$245,500	\$238,000

ACTIVITIES LIST

COMMUNITY (AMP)	PROJECT	BUDGET CF22	BUDGET CF23	BUDGET CF24	BUDGET CF25	BUDGET CF26
LATONIA TERRACE	Storm doors and hardware	\$4,352				\$5,000
	LED lighting (Units, Non dwelling and Site)	40,000	10,000	10,000	15,000	15,000
	Water lines, valves, pumps and water heaters (Units, Non Dwelling and Site)	5,000	10,000	15,000	15,000	15,000
	Replace sewer lines (Units and Site)	5,000	5,000	5,000	5,000	5,000
	Replace storm lines, catch basins, conductor lines, gutters/downspout, and erosion control	15,000	15,000	15,000	20,000	20,000
	Replace cabinets, sinks, tub, surround, controls and toilets at bathrooms	11,000	11,000	21,000	20,000	20,000
	Gas lines, valves and catholic protection (Units and Site)	5,000	5,000	5,000	5,000	5,000
	Replace HVAC (Boilers, radiators, heat lines, valves or upgrade to split or chiller systems)	40,000	50,000	50,000	60,000	55,000
	Replace windows	50,000	50,000	50,000	50,000	50,000
	Repair brick and mortar	5,000	5,000	5,000	5,000	5,000
	Replace cabinets, countertops, sinks, faucets at kitchens	6,000	6,000	26,000	30,000	30,000
	Install exhaust fan and lights	14,000	12,822	14,000	14,000	14,000
	Upgrade flooring to vinyl Plank or VCT (Units and Non Dwelling)	5,000	5,000	5,000	5,000	5,000
	Upgrade accessible concrete ramps and railings					
	Stabilize and/or construct retaining walls. Fencing at top of wall.	20,000				
	Install bathroom medicine cabinets with lights	6,000	6,000	8,000	20,000	20,000
	Concrete / Asphalt and stripping	37,000				
	Replace or repair playground equipment and ground cover	6,000	6,000	6,000	14,000	14,000
	Smoke detectors / Carbon monoxide detectors (NSPIRE protocol)	20,000	20,000	20,000	20,000	20,000
	Upgrade administration restroom at 2940 Madison	10,000	10,000			
	Replace crawl space vents to prevent pest infiltration	10,000	10,000			
	Seal penetrations in buildings to prevent pest infiltration					
	Replace A/C units in community room		20,000			
	Install measures to prevent flooding of administration basement at 2940 Madison	40,000				
	SUBTOTAL Latonia Terrace	\$384,352	\$266,822	\$255,000	\$298,000	\$298,000
CITY HEIGHTS						
	City Heights Consultants for Disposition	5,000	5,000	5,000		
	Relocation due to Disposition (DOT schedule and moving expenses, relocation consultant, resident utility debts, etc.)	147,940	147,940	147,940		
	Clean out and secure vacant units due to Relocation due to Disposition	75,000	75,000	75,000		
	Load centers, disconnects, conduit and wiring	8,098	11,000	12,500	15,000	10,000
	Utility poles and components	10,000	13,636	12,276	15,000	10,000
	Storm and sanitary systems (Units, Non Dwelling and Site)	10,000	15,000	10,000	14,500	10,000
	Water lines, valves and water heaters (Units, Non dwelling and Site)	10,000	15,000	22,000	14,500	10,000
	Gas lines, valves and catholic protection (Units and Site)	10,000	10,000	10,407	14,500	10,000
	Concrete / Asphalt and stripping	20,000	20,000	22,277	14,500	10,000
	Smoke detectors / Carbon monoxide detectors (NSPIRE protocol)	10,000	10,000			
	Painting and caulking (Units and Non Dwelling)	10,000	10,000			
	Pole lights / Flood lights	15,000	15,000			
	SUBTOTAL CITY HEIGHTS	\$331,038	\$347,576	\$317,400	\$88,000	\$60,000

ACTIVITIES LIST
5 YEAR ANNUAL PLAN FOR RESIDENT MEETING ON 2-11-2022

COMMUNITY (AMP)	PROJECT	BUDGET CF22	BUDGET CF23	BUDGET CF24	BUDGET CF25	BUDGET CF26
EMERY DRIVE	LED lighting and emergency exit lighting (Units and Non Dwelling)	1,000				
	Water lines, valves, apartment shutoff valves, water heaters, etc. (Units, Non Dwelling and Site)	1,200	1,000	1,000	1,600	1,600
	Replace bathtubs, surrounds, and controls	1,500	1,500	2,200	2,000	3,000
	Upgrade apartment and common area flooring to vinyl plank or VCT	2,500	2,000	4,418	4,084	4,430
	Upgrade HVAC (Units and Non Dwelling)	1,000	1,500	1,250	1,200	1,200
	Upgrade windows, paint and caulking	1,000	1,500	2,000	2,000	2,000
	Upgrade patio doors, decks and railings	1,366	3,000	2,200	3,000	3,000
	Gutters and downspouts at 1016	1,500				
	Replace metal stair at 1016 / Replace fire escapes at 1020 and 1030	1,000	1,000	2,300	2,300	2,800
	Stabilize erosion and hillside slippage	1,000	1,500	2,000	2,000	2,000
	Upgrade laundry facilities (6 washers and 8 dryers)		6,085			
	Water infiltration system			3,000	3,000	2,000
ESR I	Smoke detectors / carbon monoxide detectors (NSPIRE protocol)	2,000	500			
	SUBTOTAL EMERY DRIVE	\$15,066	\$19,585	\$20,368	\$21,184	\$22,030
	Concrete / Asphalt					
	MEP- HVAC / Electric (Lighting) / Plumbing (waterlines, valves, water heaters, etc.)	6,000	6,000	6,000	12,000	12,000
	Replace cabinets, countertops, sinks and faucets at kitchen	6,000	6,000	12,000	18,000	18,000
	Building Envelope- windows, roofs, gutters, downspouts, siding, soffits, trim, tuck-pointing, exterior painting and caulking	1,000	1,000	1,000	1,000	1,000
	Upgrade flooring to vinyl plank or VCT	1,000	1,000	1,000	1,000	1,000
	Smoke detectors / Carbon monoxide detectors (NSPIRE protocol)	1,000	1,000	1,000	1,000	1,000
	Waterproof basement walls / Cap basement dirt floors with concrete	1,000	1,000	1,000	1,000	1,000
	Fencing	1,000	1,000	1,000	1,000	1,000
	SUBTOTAL ESR I	\$17,000	\$17,000	\$23,000	\$35,000	\$35,000
ESR II	Building Envelope- windows, roofs, gutters, downspouts, siding, soffits, trim, tuck-pointing, exterior painting and caulking	3,827	5,404	6,860	7,335	7,828
	Smoke detectors / Carbon monoxide detectors (NSPIRE Protocol)	1,000	1,000			
	Plumbing (waterlines, valves, water heaters, etc.)	1,000	1,000	1,500	1,500	1,500
	HVAC units	1,000	2,000	2,000	2,000	2,000
	Concrete / Asphalt	1,000	1,000	1,000	1,000	1,000
	Fencing	1,000	1,000	500	500	500
	SUBTOTAL ESR II	\$8,827	\$11,404	\$11,860	\$12,335	\$12,828
ESR III	Building Envelope- windows, roofs, gutters, downspouts, siding, soffits, trim, tuck-pointing, exterior painting and caulking	3,324	4,820	6,252	6,703	7,171
	Smoke detectors / Carbon monoxide detectors (NSPIRE Protocol)	1,000	1,000			
	Plumbing (waterlines, valves, water heaters, etc.)	1,000	1,000	1,000	1,500	1,500
	HVAC units	1,000	2,000	2,000	2,000	2,000
	Concrete / Asphalt	1,000	1,000	1,000	1,000	1,000
	Fencing	1,000	1,000	1,000	500	500
	SUBTOTAL ESR III	\$8,324	\$10,820	\$11,252	\$11,703	\$12,171

ACTIVITIES LIST
5 YEAR ANNUAL PLAN FOR RESIDENT MEETING ON 2-11-2022

COMMUNITY (AMP)	PROJECT	BUDGET CF22	BUDGET CF23	BUDGET CF24	BUDGET CF25	BUDGET CF26
ACADEMY FLATS	HVAC (Units and Non Dwelling)	5,000	12,000	15,000	60,000	65,000
	Exterior painting and caulking	5,000	5,000	5,000	5,000	5,000
	Concrete / Asphalt and stripping	5,000	6,000	8,000	8,000	8,000
	Flooring, painting, electrical (lighting) at common areas	5,000	6,000	8,000	10,000	10,000
	Plumbing (waterlines, valves, water heaters, pumps, shower stalls, dishwashers, etc.)	1,000	1,000	1,000	1,000	1,000
	Upgrade elevator and components	1,000	1,000	1,000	1,000	1,000
	Waterproof foundation wall	1,000	1,000	10,501	1,000	1,000
	Shelter	1,000	1,000	20,000	1,000	1,000
	Smoke detectors / Carbon monoxide detectors (NSPIRE Protocol)	1,000				
	Replace Windows	18,000	2,000	3,000	13,000	60,000
NSP	Storm, catch basins, conductor lines, erosion, etc.	1,000	9,316	20,000	1,000	1,000
	Upgrade flooring to VCT or vinyl plank		1,000	1,000	1,000	1,500
	SUBTOTAL ACADEMY FLATS	\$45,000	\$45,316	\$92,501	\$102,000	\$154,500
RIVER'S EDGE	Concrete / Asphalt	2,000				
	Plumbing (waterlines, valves, water heaters, etc.)	3,000	4,000	4,000	8,000	9,000
	HVAC	4,000	6,000	24,000	60,000	60,000
	Building Envelope- windows, roofs, gutters, downspouts, siding, soffits, trim, tuck-pointing, exterior painting, caulking and fencing	9,000	10,000	10,000	13,000	12,000
	Smoke detectors/ carbon monoxide detectors (NSPIRE protocol)	5,000				
	Upgrade flooring to VCT or vinyl plank	6,000	6,000	6,000	9,000	9,000
	SUBTOTAL New Site Properties	\$29,000	\$26,000	\$44,000	\$90,000	\$90,000
RIVER'S EDGE	Building Envelope- Windows, roofs, gutters, downspouts, siding, soffits, trim, tuck-pointing, exterior painting and caulking	5,000	8,000	15,000	20,000	25,000
	Smoke detectors / Carbon monoxide detectors (NSPIRE protocol)	2,000				
	Concrete / Asphalt and stripping	10,000	10,000	11,788	12,000	12,000
	HVAC	11,000	11,411	9,000	10,000	8,000
	Plumbing (waterlines, valves, pumps, water heaters, etc.)	6,126	6,500	7,000	7,000	6,000
	Fencing	1,000	1,000	1,000	2,000	2,000
	Flooring (Units and Non Dwelling)	17,000	15,000	10,000	5,259	5,830
	Security cameras, security lights, access controls, signage	3,000	5,000	5,000	5,000	5,000
	Ranges & refrigerators (Units)	2,000	2,500	3,000	3,000	3,000
	SUBTOTAL RIVER'S EDGE at EASTSIDE POINTE	\$57,126	\$59,411	\$61,788	\$64,259	\$66,830
GRAND TOTAL AGENCY WIDE		\$2,400,000	\$2,375,000	\$2,350,000	\$2,325,000	\$2,300,000



MEETING NOTES
FEBRUARY 11, 2022 10:00-11:30 AM
HAC STAFF AND RESIDENT COUNCIL – ANNUAL PLAN/5 YEAR CAPITAL FUNDS
MEETING

A Housing Authority of Covington Staff and Resident Council Annual 5 Year Capital Fund Planning Meeting was held on Friday, February 11, 2022, at the Administration Building, 2300 Madison Avenue, Covington, Kentucky 41014 with Deputy Director, Chris Bradburn opening the meeting at 10:17 AM.

MEMBERS IN ATTENDANCE:

1. Chris Bradburn- Deputy Director
2. Jon Adkins- Resident Services Director
3. Ruth McDonald - Golden Tower / Treasurer
4. Lestell Turney - Latonia Terrace / President
5. Toshia Harris - Secretary / City Heights
6. Debbie Crabb - Housing Manager / City Heights
7. Shannon Wilson - Senior Housing Manager / Golden Tower
8. Gabrielle Pereda – Leasing and Recertification Manager
9. Allura Eckert - Executive Assistant
10. Matt Huber - Maintenance Foreman
11. Sharon Brown - Housing Manager / Latonia Terrace
12. Linda DiGirolamo – Procurement Officer
13. Maggie Massey – Golden Tower / Vice President (11:15 AM arrival)

WELCOME

Chris Bradburn welcomed the Housing Authority of Covington staff members and City Heights, Latonia Terrace and Golden Tower Resident Council members in attendance to discuss the Annual 5 Year Capital Fund plan.

INTRODUCTIONS

Chris Bradburn invited all in attendance to make self-introductions. Housing Authority of Covington staff and resident council members stated their names and titles.

OPENING REMARKS

Chris Bradburn thanked all in attendance, and stated that all input will be noted and addressed during the meeting and provided the following:

- Steve Arlinghaus, Executive Director is out of town but sends his regards and thanks everyone for their participation.
- The discussion will consist of proposed lease changes, proposed policy changes, proposed increases in fees and rent.
- The goal of the meeting is how do we improve the Housing Authority, the operations and our communities. If there is something going on in your community that you would like us to address, please let us know.



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- Representatives from every department and from each location have been invited to the meeting.
- Some of the proposed changes that will be discussed are the result of adding clarifying language. Some of the proposed changes are the result of changes in process. Still other proposed changes are being included out of necessity, such as in the case of HUD requirements.

Updates-Lease/Policy/Maintenance and Flat Rent Charges

Shannon Wilson, Senior Property Manager and Gabrielle Pereda, Manager of Leasing and Recertification presented updates as outlined on the agenda. Only the sections questioned by resident council will be noted and followed by the questions and answers.

Proposed Lease Changes for 2022

No additional questions were asked

Proposed Admissions and Continued Occupancy Policy (ACOP) Changes for 2022

11.3 Deductions From Annual Income

Questions and comments:

Q. Please explain why there is a reduction in permissible deductions.

A. The 15% working and child support deductions have been in place for HAC applicants and residents for years. HAC can no longer afford to allow these deductions. HAC is one of the few agencies nationwide that has offered such deductions in the calculation of rent.

Q. Is child support considered income?

A. Yes, and it is a HUD regulation to report it.

Q. What happens if the court orders a spouse to pay child support, but that parent fails to pay, will it still be considered a source of income?

A. If you have not received child support in over a month, you must report it. The child support office will be contacted, and a 6-month payment record will be requested. If it shows that no child support has been paid, it will be taken off your account.

Q. If I received notification that I will be getting back child support, do I have to report it?

A. Only if it's an ongoing payment. If it's a one-time lump sum, you do not have to report it.

16.6 Cost of Families Move (Transfers) - Noted during meeting that this should not be confused with moves due to relocation/disposition.



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20.0 Terminations

Q. How often is the trespass list updated?

A. Whenever people are added, but typically monthly.

Comment: I see a lot of trespassers in our community.

A. When you see a trespasser, you should use the tip line and call it in.

Comment: I have called the tip line, but nothing has been done.

A. If you are comfortable, give your property manager a list of the trespassers and what you see. The property manager will meet with the police officer.

Note: HAC staff stated they will look into the tip line to make sure it's up-to-date and operating properly.

Maintenance Charge Schedule

Shannon Wilson asked resident council members to specifically discuss the Plumbing section at next resident council meeting and with residents (page 2 of Maintenance Charges) and noted the following:

Wipes of any kind should never be flushed down a drain. Even if it's labeled flushable, throw it away because it will still cause drain blockages.

Matt Huber, Maintenance Foreman, stated that when the crew gets called for a plumbing issue, they will leave a plunger for the resident.

Chris Bradburn requested that Barb Baynum, Inspector, educate residents where reset buttons and water shut off valves are during inspections.

Flat Rents Effective July 1, 2022

Gabrielle Pereda explained the previous vs proposed flat rent increases and stated that flat rent may be beneficial for households with higher annual incomes. It "caps" the amount of rent charged to 80% of the areas Fair Market Rent. Income-Based Rent may be beneficial for households with lower annual incomes.



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Capital Fund Projects – Priorities and Budget

Linda DiGirolamo, Procurement Officer, presented the Capital Funds Projects and further explained the following:

- The Housing Authority of Covington is required by HUD to draft a capital funds activity list for 2022 through 2026.
- We estimate how much money that we will receive from HUD, (we won't know how much funding is approved until that particular year. Once funding is approved by Congress, then we may have to reduce/increase or change the estimated activities and pricing amounts.
- The funding received can only be used for activities on the list unless it's an emergency.
- Capital Funds are about modernization/renovation of the properties, not regular maintenance.

Resident Council requested the following additional capital projects for their communities:

Golden Tower

- Leaking roof on upper floors. Shannon Wilson stated that it is being worked on, including tuck pointing

Latonia Terrace

- Flooding in the basement of the Administrative Building
- Gutters
- Tree roots causing side walks to lift. (The city is responsible for some of the mentioned areas)
- Storm doors
- Linda stated that some of the issues mentioned may be caused from the conductor lines.

City Heights

Linda DiGirolamo stated City Heights still needs to maintain its facilities until everyone is moved out.

Toshia Harris stated that more relocation money is needed for the residents.



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Linda DiGirolamo answered that the Mayor stated at the January 2022 Board of Commissioners meeting that the City will be contributing to some of the expenses. Chris Bradburn added that non-profit agencies are coming forward to help as well.

Toshia Harris expressed that even though she and City Heights' residents are being reassured that everything is ok by the Housing Authority, as a resident she doesn't think it's going to be ok and is very nervous about what is happening. Toshia stated that she has watched some of the seniors die because they are so stressed out about this. "They are dying and it's not ok. These are our homes and our children." Toshia further stated that members of City Heights Resident Council members are getting yelled at for what "housing" is doing, and it's not fair.

Toshia stated that she stayed with "Sam" today until he got help and she couldn't leave him. She feels that the stress of the relocation has been the major cause of his deteriorating health as well as other residents.

Toshia said that she is attached to her home, the community and the children, and not all of the children and families are bad and mental health care is needed because people are not handling this. Toshia explained that HAC doesn't understand that the residents aren't worried about becoming homeless, it's the move and going somewhere else. They love their homes and don't want to move.

Chris Bradburn explained that this relocation will be at least a 3-year process and HAC staff is doing everything possible to make sure the residents are taken care of on a case-by-case basis.

Toshia replied that Steve Arlinghaus told her that the relocation plan will only take a year and a half.

Comments/Questions/Concerns

Q. Toshia Harris asked if everyone will be getting copies of the annual plan and discussion.

A. Chris Bradburn stated yes, each Resident Council and property management office will get a copy and noted the following scheduled events:

- 45 Day Comment Period begins 2/25/2022, ends 4/4/2022
- Public Hearing 4/20/2022

ADJOURNMENT

There being no further business, the Annual Plan Meeting adjourned at 11:53 AM.