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Housing Authority
Of the
Town of Exeter
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M I N U T E S
Board of Commissioners
Thursday, June 1, 2023 – 1:00 PM

Item #1. Roll Call – The roll call was taken. Present at the meeting were:

Chairperson	Boyd Allen
Vice-Chairperson	Vernon Sherman
Commissioner	Margaret Matick
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch
Housing Choice Voucher Manager	Margaret Dooling

Absent:
Commissioner Renee O'Barton

Item #2. Approval of the Minutes of the May 4, 2023, Meeting

Commissioner Matick made a motion to approve the minutes of the May 4, 2023; seconded by Commissioner Gjettum and the minutes were approved with a vote of 4 ayes and 0 nays.

Item #3. Adopt Over-Income (OI) Policy:

Executive Director Teixeira reviewed the following over-income policy and requested the board resolution to adopt the policy now required by HUD:

The over-income limit will be determined in accordance with 24 CFR 950.507. Families whose income exceeds the over-income limit for 24 consecutive months will have their tenancy terminated.

Determination of over-income limit

The over-income limit is set by multiplying the Very Low-Income level applicable for the area and the correct family size by a factor of 2.4. HUD will publish the income limits for each family size annually, and the EHA will calculate and post the over-income limits within 60 days following the effective date of the income limits.

Notifying over-income Families

1. If the EHA, during the course of conducting an annual or interim rent

redetermination, or at any other time, determines that the family's income exceeds the over-income limit, the family's over-income status will be documented in the family's tenant file and the EHA will send a written notice to the family of the over-income determination no later than 30 days after the income examination. The notice shall state that the family income exceeds the over-income limit and that by continuing to exceed the over-income limit for a total of 24 consecutive months results in the termination of tenancy.

2. The EHA must conduct an income examination 12 months after the initial over-income determination. If the EHA determines that the family's income still exceeds the over-income limit, the EHA will send a second notice to the family of the over-income determination no later than 30 days after the 12-month income examination. This second notice shall state that the family income has exceeded the over-income limit for 12 consecutive months and continuing to exceed the over-income limit for a total of 24 consecutive months will result in the termination of tenancy. The family may dispute the determination by making a written request for a hearing within 30 days of the notice.

3. The EHA must conduct an income examination 24 months after the initial over-income determination. If the EHA determines that the family's income has exceeded the over-income limit for 24 consecutive months, the EHA will send a third notice to the family of the over-income determination no later than 30 days after the 24-month over-income examination. The third notice must state that: (i) the family's income has exceeded the over-income limit for 24 consecutive months and (ii) the EHA shall terminate the family's tenancy within six months of the third notice. The over-income family will continue to be a public housing program participant until the tenancy is terminated and the EHA shall continue to charge the family's choice of income-based, flat rent, or prorated rent for mixed households during the period before the lease termination. During that time, the family may request an interim reexamination of income to potentially reduce their rent burden. However, the resulting income determination will not make the family eligible to remain in the public housing program beyond the six-month period. The 24 months must be consecutive for the tenancy to be terminated. If the EHA determines that the family is no longer over-income prior to the expiration of the 24-month period, the 24-month period is reset. The household will be entitled to a new 24-month grace period if the household income exceeds the over-income limit at another time.

If the family has been over-income for 24 consecutive months, their tenancy will be terminated even if their income subsequently goes below the over-income limit after the 24-month period.

Reporting Requirements

In accordance with 24 CFR 960.507(f) requirements, as amended, EHA will

report the following data as of the end of the calendar year, i.e., December 31st, to HUD.

- 1. The total number of over- income families residing in public housing.

Commissioner Gjettum inquired how Housing Choice Voucher Manger Dooling would handle this and she stated that she would not really be affected by this as tenants would come to full rent and fall off the program and that if would impact Public Housing more. Public Housing Manager Birch noted that currently it only impacts one family and Executive Director Teixeira noted that they have already been notified.

Chairperson Allen read the following board resolution and the policy was adopted with a vote of 4 ayes and 0 nays:

**HUD-9014
(11-68)**

Board Resolution of the Exeter Housing Authority to Adopt the Over-Income Policy in Accordance with the Housing Opportunity Through the Modernization Act (HOTMA) 2016, 24 CFR 950.507.

The following resolution was introduced by Chairman Allen on June 1, 2023, and read in full and considered:

RESOLUTION NUMBER 06-01-2023

Resolved:

Be it resolved by the Board of Commissioners to adopt the over-income policy in accordance with the Housing Opportunity Through the Modernization Act (HOTMA) 2016, 24 CFR 950.507.

AYES

NAYS

Chairperson Boyd Allen
Vice-Chairperson Vernon Sherman
Commissioner Margaret Matick
Commissioner Pam Gjettum

Item #4. Update on Sections 102 and 104 of the Housing Opportunity Through Modernization Act (HOTMA) of 2016:

Executive Director Teixeira explained that as mentioned last month sections 102 and 104 of HOTMA makes changes to income reviews and places restrictions on families from receiving assistance in the public housing or housing choice voucher program if their net family assets exceed \$100,000 or if the family owns real property suitable for the family to live in. Last month the office staff sat in on two HOTMA training sessions that were

presented by HUD, and we came away from the training with a better understanding of changes to income reviews, asset exclusions, income exclusions and exclusions on owning real property that is suitable for occupancy.

Below is a list of some of the exclusions.

Income Exclusions:

- Non-recurring income.
- Minors earned income.
- Adoption assistance payments.
- Earned Income of dependent students.
- Education savings account.
- Baby bonds.
- Foster/adult payments.
- Live-in-aide
- State payments to allow individuals with disabilities to live at home.

Asset Exclusions:

- Necessary items of personal property.
- Retirement accounts recognized by the IRS.
- Real property that the family does not have effective legal authority to sell.
- The value of certain education or disability support savings accounts.
- Federal tax refunds.
- Trust that is not revocable by, or under the control of any member of the household.

Restrictions on Owning Property Suitable for Occupancy:

A family cannot receive benefits if they have present ownership interest, and the effective legal authority to sell, based on state or local laws of the jurisdiction where the property is located, real property that is suitable for occupancy by the family as a residence.

Here are the exclusions:

- A family that receives assistance for the property under the Housing Choice Voucher Program for Homeownership Option
- Property jointly owned with someone else, and occupied by the other owner who is not a member of the household receiving benefits.
- A victim of domestic violence, dating violence, sexual assault, or stalking
- A family that is offering property for sale.

Executive Director Teixeira noted that HUD expects these changes to be implemented in January of 2024 and that we would keep the board up to date on this.

Item #5. Award Contract for Common Area Carpet and Upholstery Cleaning:

Maintenance Supervisor Harding-Smith reported the following bids submitted for carpet cleaning:

Stanley Steemer	\$4,054.00
Adams House Carpet, Inc.	\$3,794.94
AM-PM Janitorial Service	\$3,306.00

Maintenance Supervisor Harding-Smith stated that based on the lowest submitted bid and positive feedback from all references provided, we would recommend awarding the contract to AM-PM Janitorial Service for the bid amount of \$3,306.00.

Chairperson Allen inquired if they were local, and Maintenance Supervisor Harding-Smith responded that they were and work with municipalities in Kingston, Seabrook and North Hampton. All reported that they were efficient with two crews and multiple air movers. He noted that normally carpets are cleaned in May, however the process was delayed with the bid quotations. Executive Director Teixeira inquired if it would be a two-day process and Maintenance Supervisor Harding-Smith noted that it would with one day focusing on carpeting and the second on furniture.

Chairperson Allen made a motion to award the contract to AM-PM Janitorial Service for the bid amount of \$3,306.00 and the motion was approved with a vote of 4 ayes and 0 nays.

Item #6. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported a very busy upcoming month with five-unit turn-overs scheduled for the month of June. Four at Water Street and one at Linden Fields. Unit #315 is scheduled for June 2nd and will be a quick same day turn-over as it only needs general maintenance and carpets cleaned. Unit #230 will receive general maintenance, a fresh coat of paint, new heat strips, and carpet cleaning. This unit is scheduled for move-in on June 15th. Directly across the hall is unit #231 which is a two-bedroom unit which will receive general maintenance, a fresh coat of paint, and carpet cleaning. This unit will also be leased on June 15th. Unit 126, also a two-bedroom unit which will also receive general maintenance, a fresh coat of paint, and carpet cleaning with a scheduled move-in on July 1st. Our final unit turn is #9 Linden Fields which is a three-bedroom unit. The unit will also be available for move-in on July 1st and will receive a fresh coat of paint, general maintenance, and freshly stripped and waxed V.C.T. flooring.

Executive Director Teixeira asked Maintenance Supervisor Harding-Smith to update folks on the shade project. He noted that shades and brackets are in house and some installation in a few units is complete. He further explained that the project will be tackled one hallway at a time where maintenance can fit it into their workload and completing approximately seven units at a time. Chairperson Allen recommended Maintenance Supervisor Harding-Smith for his diligence on the project.

Item #7. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager reported the following figures for May and noted that a few residents reaching full rent would be falling off and that she was now issuing more vouchers than expected to lease. Chairperson Allen thanked her for staying on top of things.

May Totals as of 1 st of the Month	173	Units	\$140,207
Mid-month lease up	1		<u>676</u>
May Totals as of last day of Month	174		\$140,883

Item #8 Ten Minute Audience Participation

A Water Street resident inquired when the common area carpet cleaning would take place and Maintenance Supervisor Harding-Smith noted that it would be scheduled following the contract signing. He also noted that if the residents were interested in having their apartment carpet cleaned that he would still recommend Adams House. Executive Director noted that a memo would go out when the cleaning was scheduled. The same resident inquired about chemical sensitivity and Maintenance Supervisor Harding-Smith stated that he has requested an odorless product be used.

Item #9. Executive Directors Report**Financial Report:**

Executive Director Teixeira reported that the Public Housing budget continues to run about \$30,000 over budget through seven months. This is due to the line items that were mentioned last month, some of which are related to higher seasonal expenses. The budget is expected to level off as we move forward, however it remains questionable if we will be able to completely close the gap. He noted that the HCV budget looks good through seven months with no concerns.

Financial/Compliance Audit Fiscal Year 2022:

Executive Director Teixeira stated that the audit is now complete and is currently in the process of being submitted to HUD'S Real Estate Assessment System (REAC). As mentioned last month, we recorded one compliance finding that was due to insufficient documentation when determining rent reasonableness. Overall, he was pleased with how the audit was conducted and the professionalism the audit team displayed.

Resident Cookout:

Executive Director Teixeira reminded board members and residents that the first of two summer cookouts will be held on June 16, beginning at 12:00pm and that the EHA would provide the burgers and dogs. He noted that an accordionist would be performing as well. He noted that Maintenance Supervisor Harding-Smith would be inquiring if the town could refrain from work on the parkway that afternoon for noise reduction.

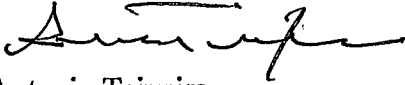
Vice-Chairperson Sherman mentioned the debt ceiling deal in Washington and the effects on housing. Executive Director Teixeira noted that the Housing Choice Voucher program would likely be affected.

00595

Executive Director Teixeira mentioned the possibility of meeting in July instead of August with conflicting staff vacations and Chairperson Allen suggested we could possibly meet the third week of August if there were pressing issues and if not, the board could resume in September.

Commissioner Matick made a motion to adjourn the meeting, seconded by Commissioner Gjetton and the meeting was adjourned at 1:33 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Boyd Allen
Chairperson

