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## **Crosby HRA Board Meeting**

### **11:00 a.m. Tuesday, November 9, 2021**

Community Room, 300 Third Avenue NE, Crosby MN 56441

## **AGENDA**

### **1. CALL TO ORDER**

### **2. ROLL CALL**

### **3. REVIEW AND APPROVE MINUTES** (*Attachment 1*) ..... *p3*

### **4. BILLS & COMMUNICATIONS**

- a.** Financial Report (*Attachment 2*) ..... *p7*  
Crosby Housing & Redevelopment Authority 2022 Ratios (*Attachment 2a*).... *p9*  
Operating Statements October 2021 (*Attachment 2b*) ..... *p11*  
Payment Summary Report October 2021 (*Attachment 2c*)..... *p13*

- b.** Housing Manager Report (*Attachment 3*) ..... *p15*  
Monthly Property Performance Report October 2021 (*Attachment 3a*) ..... *p17*  
Tenant Council Meeting Minutes Nov. 2, 2021 (*Attachment 3b*) ..... *p21*

- c.** Executive Director Report (*Attachment 4*) ..... *p23*

### **5. UNFINISHED BUSINESS:**

### **6. NEW BUSINESS:**

### **7. NEXT MEETING:** December 14, 2021

### **8. ADJOURNMENT**

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**Crosby HRA**  
**BOARD MEETING MINUTES**  
**Tuesday, October 12, 2021**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, October 12, 2021,  
Community Room of Dellwood Apartments, 300 3<sup>rd</sup> Ave. NE, Crosby MN 56441

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:00 a.m.
2. **ROLL CALL:** Commissioners Linda Peeples, Renae Marsh, and Marna Paron.  
Absent: Buzz Neprud  
Others present: Executive Director Eric Charpentier, Housing Manager Shannon Fortune, Rehab Administrative Specialist Kristin Miller, and Housing Specialist Mallory Demel.
3. **REVIEW AND APPROVE MINUTES:**

**Moved by Commissioner Renae Marsh and seconded by Commissioner Marna Paron to approve the meeting minutes from Tuesday, September 14, 2021. Through a roll call vote, all commissioners were in favor, and none were opposed. The motion passed.**

4. **BILLS AND COMMUNICATIONS:**

- a. **Financial Report:**

The financial report was presented by Eric Charpentier.

**Moved by Commissioner Marna Paron and seconded by Commissioner Renae Marsh to approve September checks numbered 118254 through 118285 and September ACH payments numbered 1495 through 1502 and 195 through 197. Through a roll call vote, all commissioners were in favor, and none were opposed. The motion passed.**

**b. Housing Manager Report:**

Tenant Activities Update

There were 24 participants in the NAPS food delivery program in September. Erin's last day as Activities Coordinator was Sep-22nd. In preparation for her departure, she created a number of "how to's" related to some of the startup activities she had, which will be very helpful once a new employee is hired. We are hopeful to be able to keep up a moderate level of participation in activities in the interim and will be partnering with the Tenant Counsel to help with our marketing and tenant engagement. Erin completed most of the October newsletter, which will be going out after a few edits by Shannon and Mallory. In September, Erin hosted two sessions of chair yoga, facilitated over Zoom by a licensed yoga instructor and was pleased to have 4 tenants participate in each session. Minutes from the September Tenant Counsel meeting are attached.

Annual Inspections

Inspections have kicked off and are going really well. This year staff provided all tenants with an updated cleaning guide, and it really seems to have made a difference. Of the reinspection's that have been rescheduled, most are related to over-full units/lack of safe egress in an emergency rather than for actual housekeeping concerns or unit damage. Dellwood and Scattered Site units will be inspected in October.

Fall/Winter Reminders

Fall/Winter reminder letters will soon be going out to all tenants. For Scattered Site tenants, this a reminder of expectations for lawn maintenance through the Fall as well as the snow and ice removal requirements. For Edgewood and Dellwood tenants, this is a reminder of how they are notified of scheduled plowing, parking expectations, and a chance to opt into the automatic calling system. All tenants will be reminded of how and when to call in emergency work orders and how to report non-emergency needs.

Mallory added that she is partnering with the Crosby Police Department to get signs to hang in the building providing guidance for residence, staff, and visitors when winter parking on the streets near the building.

Monthly Property Performance Reports for September 2021

Shannon provided an attachment to reference.

**c. Executive Director Report:**

Commissioner Position Open

Chair Peeples is still actively recruiting a board member to fill an open position on our board. We are hopeful to have someone in place by November. If any of our commissioners have recommendations, please reach out to Linda.

## **5. UNFINISHED BUSINESS:**

### **a. Election of Officers**

*At the annual meeting in September, the Board voted to continue the election of officers to the October regular Board meeting to allow for the appointment of the Resident commissioner.*

Following is a list of the board members and terms. \* State Statute states that Commissioners continue to serve until either reappointed or replaced. According to the bylaws, the Chair, Vice Chair, and Secretary shall be elected at the annual meeting of the HRA.

Buzz Neprud, Commissioner Term Expires: 2022

POSITION VACATED 9/30/2021 Term Expires: 2024

Renae Marsh, Secretary/Treasurer Term Expires: 2025

Linda Peeples, Chair Term Expires: 2026

Marna Paron, Resident Commissioner Term Expires: 2026

*\*All terms expire August 31st*

**Commissioner Renae March made a motion to approve the election of officers as Commissioner Linda Peeples elected Chair, Commissioner Marna Paron elected to Vice Chair and, Commissioner Renae Marsh was elected secretary/treasurer. Commissioner Marna Paron second the motion. Through a roll call vote, all commissioners were in favor, and none were opposed. The motion passed.**

## **6. NEW BUSINESS:**

### **a. Oath of Office – Resident Commissioner**

At the September 14th board meeting, the Crosby City Council approved the appointment of Marna Paron as Resident Commissioner of the Crosby HRA Board for a term expiring 8/31/2026. Marna took the oath of office at the 10/12/2021 board meeting.

### **b. Updating Bank Signatures of Board Members**

We would like to add our new resident commissioner, Marna Paron, to the Unity Bank account as a signatory and delete commissioners Julie McGinnis and John Ohlin from the signatory on the account. Unity Bank requires action by the board approving this addition and removal. As such, we are asking for a motion from the board to add Marna Paron and remove Julie McGinnis and John Ohlin on the Unity Bank account.

**Commissioner Renae Marsh made a motion to approve the addition of resident commissioner Marna Paron and the removal of Julie McGinnis and John Ohlin to the Unity Bank account as a signatory. Commissioner Marna Paron seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved**

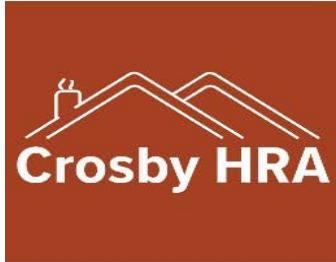
**7. Commissioner Comments:**

Commissioner Marna Paron voiced the concerns of residents regarding the safety issue with the current floor rugs being used in the building. These rugs tend to bunch when wheelchairs and walkers catch on them causing safety concerns for walkers. Eric stated these rugs help in preserving the carpets but understands the concerns. Mallory stated she would check into different styles of rugs that may alleviate this safety concern.

**8. NEXT MEETING:** Tuesday, November 9, 2021

**9. ADJOURNMENT:**

**Commissioner Renae Marsh made a motion to adjourn the meeting. Commissioner Marna Paron seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 11:21 a.m.**



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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: November 2, 2021  
Re: November Financial Report

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Please find attached the financial information for October 2021.

**Action Requested:**

**Approval of October checks numbered 118286 through 118313 and October ACH payments numbered 1503 through 1510 and 198 through 202.**

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## Crosby Housing & Redevelopment Authority

### 2022 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct
Quick Ratio	12	QR <1 =-0-, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Months Expendable Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC <1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total Points</b>	<b>25</b>		<b>25.00</b>						

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct
Occupancy	16	O <90% =0, O >98% =16	8.00	12.00	12.00	12.00	12.00	12.00	12.00
Tenant Accounts Receivable	5	TAR <1.5% =5, TAR >2.5% =0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00	4.00	4.00
<b>Total Points</b>	<b>25</b>		<b>12.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>

<b>Total of Above Ratios</b>	<b>50</b>		<b>37</b>	<b>41</b>	<b>41</b>	<b>41</b>	<b>41</b>	<b>41</b>	<b>41</b>
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MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00
<b>Total Points</b>	<b>10</b>	<b>Capital Fund Troubled</b>	<b>10.0</b>						

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Date: 11/3/2021

Time: 7:53:22 AM

joe

**PH Operating - Board**  
**Public Housing Operating - Board**  
**October, 2021**

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	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date Budget</b>	<b>Variance</b>
<b>Income</b>				
100-000-3110.000 Dwelling Rental	-23,921.00	-124,748.00	-116,666.69	-8,081.31
100-000-3120.000 Excess Utilities	0.00	-706.76	-332.50	-374.26
100-000-3401.000 Operating Subsidy	-11,215.00	-88,965.00	-51,794.19	-37,170.81
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-5,838.00	5,838.00
100-000-3610.000 Interest Revenue	-0.17	3.79	0.00	3.79
100-000-3690.000 Other Income	-34.10	-2,375.19	-350.00	-2,025.19
100-000-3691.000 Other Tenant Revenue	-103.00	-6,515.84	-5,250.00	-1,265.84
100-000-3695.000 Laundry Revenue	0.00	-1,423.75	-1,429.19	5.44
100-000-3699.000 POHP Grant Revenue	0.00	-450.85	0.00	-450.85
<b>Total Income</b>	<b>-35,273.27</b>	<b>-225,181.60</b>	<b>-181,660.57</b>	<b>-43,521.03</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	1,491.84	11,167.04	11,316.69	-149.65
100-000-4130.000 Legal	0.00	-7.50	1,750.00	-1,757.50
100-000-4140.000 Staff Training	0.00	9.80	233.31	-223.51
100-000-4150.000 Travel	53.76	465.30	385.00	80.30
100-000-4171.000 Auditing Fees	0.00	2,887.50	3,275.00	-387.50
100-000-4190.000 Sundry-Other Admin	37.50	330.00	189.56	140.44
100-000-4191.000 Management Fees	3,000.00	21,000.00	21,000.00	0.00
100-000-4194.000 Office Supplies	99.07	613.54	525.00	88.54
100-000-4195.000 Membership Dues	0.00	92.40	180.81	-88.41
100-000-4196.000 Telephone	77.04	524.38	525.00	-0.62
100-000-4198.000 Advertising	0.00	691.42	282.94	408.48
100-000-4199.000 Postage	0.00	392.50	175.00	217.50
100-000-4210.000 Tenant Svcs Salaries	95.88	1,342.32	2,520.00	-1,177.68
100-000-4230.000 Tenant Services Other	21.17	150.76	758.31	-607.55
100-000-4310.000 Water	1,252.34	9,197.96	8,662.50	535.46
100-000-4315.000 Sewer	1,907.68	13,802.60	13,358.31	444.29
100-000-4320.000 Electricity	2,266.22	14,527.40	11,725.00	2,802.40
100-000-4330.000 Gas	293.69	2,485.90	5,191.69	-2,705.79
100-000-4431.000 Garbage & Trash	585.65	4,547.36	5,950.00	-1,402.64
100-000-4410.000 Maintenance Labor	3,341.03	19,285.58	25,713.31	-6,427.73
100-000-4420.000 Materials	1,397.45	5,227.66	7,583.31	-2,355.65
100-000-4430.000 Contracts Costs	649.53	5,875.44	9,916.69	-4,041.25
100-000-4432.000 Decorating Contract	0.00	1,940.41	5,250.00	-3,309.59
100-000-4435.000 Grounds Contract	74.56	1,375.29	583.31	791.98
100-000-4445.000 Elevator Maintenance	0.00	6,780.23	2,041.69	4,738.54
100-000-4450.000 Plumbing/Heating	0.00	59.12	2,916.69	-2,857.57
100-000-4455.000 Snow Removal	0.00	0.00	1,400.00	-1,400.00
100-000-4456.000 Exterminating	55.00	385.00	583.31	-198.31
100-000-4457.000 Janitor/Cleaning	486.85	4,373.04	3,966.69	406.35
100-000-4510.000 Insurance	2,102.87	14,720.09	14,440.37	279.72
100-000-4520.000 Property Tax	880.77	4,234.86	3,771.25	463.61
100-000-4540.000 Employee Benefits	2,300.37	13,743.36	14,250.88	-507.52
<b>Total Expense</b>	<b>22,470.27</b>	<b>162,220.76</b>	<b>180,421.62</b>	<b>-18,200.86</b>
<b>Net Income(-) or Loss</b>	<b>-12,803.00</b>	<b>-62,960.84</b>	<b>-1,238.95</b>	<b>-61,721.89</b>

**Crosby HRA**  
**Edgewood Operating Stmt**  
**October, 2021**

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	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date</b>	<b>Budget</b>	<b>Variance</b>
<b>Income</b>					
700-000-3110.000 Dwelling Rental	-19,185.00	-129,397.00	-135,105.81	5,708.81	
700-000-3120.000 Excess Utilities	-35.00	-1,640.00	-1,120.00	-520.00	
700-000-3404.000 Other Government Grant	-9,492.00	-67,029.00	-60,975.81	-6,053.19	
700-000-3490.000 Gain/Loss on Sale of A	0.00	-3,900.00	0.00	-3,900.00	
700-000-3610.000 Interest Revenue	1,644.01	5,149.24	-9,333.31	14,482.55	
700-000-3690.000 Other Income	-34.09	-2,082.02	-466.69	-1,615.33	
700-000-3691.000 Other Tenant Revenue	-37.00	-4,575.00	-3,791.69	-783.31	
700-000-3695.000 Laundry Revenue	0.00	-4,860.75	-4,900.00	39.25	
<b>Total Income</b>	<b>-27,139.08</b>	<b>-208,334.53</b>	<b>-215,693.31</b>	<b>7,358.78</b>	
<b>Expense</b>					
700-000-4110.000 Administration Salaries	2,387.76	18,100.56	18,573.31	-472.75	
700-000-4130.000 Legal	0.00	-7.50	1,750.00	-1,757.50	
700-000-4140.000 Staff Training	0.00	28.17	350.00	-321.83	
700-000-4150.000 Travel	53.76	536.32	437.50	98.82	
700-000-4171.000 Auditing Fees	0.00	2,887.50	3,275.00	-387.50	
700-000-4190.000 Sundry-Other Admin	37.50	290.00	163.31	126.69	
700-000-4191.000 Management Fees	4,500.00	31,500.00	31,500.00	0.00	
700-000-4194.000 Office Supplies	99.08	667.57	525.00	142.57	
700-000-4195.000 Membership Dues	0.00	92.40	180.81	-88.41	
700-000-4196.000 Telephone	77.05	524.44	420.00	104.44	
700-000-4198.000 Advertising	0.00	691.42	233.31	458.11	
700-000-4199.000 Postage	0.00	392.50	175.00	217.50	
700-000-4210.000 Tenant Svcs Salaries	143.82	2,013.48	3,780.00	-1,766.52	
700-000-4230.000 Tenant Services Other	21.18	150.77	116.69	34.08	
700-000-4310.000 Water	533.38	3,670.20	3,587.50	82.70	
700-000-4315.000 Sewer	902.98	6,150.67	6,475.00	-324.33	
700-000-4320.000 Electricity	2,536.67	20,454.35	16,216.69	4,237.66	
700-000-4330.000 Gas	414.78	2,721.22	5,950.00	-3,228.78	
700-000-4431.000 Garbage & Trash	246.93	2,396.37	3,173.31	-776.94	
700-000-4410.000 Maintenance Labor	3,491.30	19,736.31	26,850.81	-7,114.50	
700-000-4420.000 Materials	1,426.40	6,005.88	7,000.00	-994.12	
700-000-4430.000 Contracts Costs	898.09	8,906.43	8,750.00	156.43	
700-000-4432.000 Decorating Contract	0.00	4,935.87	6,416.69	-1,480.82	
700-000-4435.000 Grounds Contract	111.80	2,211.07	350.00	1,861.07	
700-000-4445.000 Elevator Maintenance	0.00	2,601.24	2,450.00	151.24	
700-000-4450.000 Plumbing/Heating	0.00	1,011.50	5,250.00	-4,238.50	
700-000-4455.000 Snow Removal	0.00	0.00	1,866.69	-1,866.69	
700-000-4456.000 Exterminating	0.00	275.00	700.00	-425.00	
700-000-4457.000 Janitor/Cleaning	542.74	3,446.24	4,900.00	-1,453.76	
700-000-4510.000 Insurance	1,649.95	11,549.65	11,538.31	11.34	
700-000-4520.000 Property Tax	729.26	4,771.88	5,002.06	-230.18	
700-000-4540.000 Employee Benefits	2,675.01	16,245.50	16,986.69	-741.19	
700-000-4800.000 Depreciation Expense	2,504.14	17,514.80	0.00	17,514.80	
<b>Total Expense</b>	<b>25,983.58</b>	<b>192,471.81</b>	<b>194,943.68</b>	<b>-2,471.87</b>	
<b>Net Income(-) or Loss</b>	<b>-1,155.50</b>	<b>-15,862.72</b>	<b>-20,749.63</b>	<b>4,886.91</b>	

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**October 2021**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
10/13/2021	198	Eric Charpentier	\$35.84
10/13/2021	199	Karen Young	\$17.92
10/13/2021	200	Michael Foote	\$22.96
10/13/2021	201	Scott Risnes	\$122.64
10/13/2021	202	Shannon Fortune	\$53.76
10/7/2021	1503	Minnesota State Retirement System	\$50.00
10/7/2021	1504	Lincoln Financial Group	\$443.80
10/7/2021	1505	Electronic Federal Tax Payment System	\$1,234.60
10/7/2021	1506	Minnesota Dept Of Revenue	\$182.18
10/21/2021	1507	Lincoln Financial Group	\$445.14
10/21/2021	1508	Minnesota State Retirement System	\$50.00
10/21/2021	1509	Electronic Federal Tax Payment System	\$1,198.30
10/21/2021	1510	Minnesota Dept Of Revenue	\$152.64
10/7/2021	118286	Minnesota Energy Resources	\$708.47
10/12/2021	118287	Aramark Uniform Services	\$50.02
10/12/2021	118288	Bremer Bank Credit Card	\$46.13
10/12/2021	118289	City Of Crosby	\$4,982.40
10/12/2021	118290	Crosby Ace Hardware	\$453.48
10/12/2021	118291	Crow Wing County Treasurer	\$7,686.51
10/12/2021	118292	Ctcit	\$325.00
10/12/2021	118293	Deerwood True Value Hardware	\$37.96
10/12/2021	118294	Ecowater Systems	\$149.50
10/12/2021	118295	Granite Pest Control	\$55.00
10/12/2021	118296	HDS, LLC DBA Kanso Software	\$120.00
10/12/2021	118297	Hd Supply Facilities Maint	\$234.14
10/12/2021	118298	Healthpartners	\$3,920.85
10/12/2021	118299	Judy Robinson	\$950.00
10/12/2021	118300	Midwest Machinery Co	\$36.84
10/12/2021	118301	Minnesota Dept Of Labor & Ind	\$10.00
10/12/2021	118302	Minnesota Power	\$90.00
10/12/2021	118303	Minnesota Power	\$32.00
10/12/2021	118304	Minnesota Power	\$54.00
10/12/2021	118305	Nisswa Sanitation Inc	\$411.56
10/12/2021	118306	Rental History Reports	\$75.00
10/12/2021	118307	ShofCorp LLC	\$75.48
10/12/2021	118308	The Office Shop	\$165.04
10/12/2021	118309	Verizon Wireless	\$129.13
10/12/2021	118310	Visa-Unity	\$1,900.69
10/12/2021	118311	Yde's Major Appliance	\$692.94
10/21/2021	118312	Ctc	\$420.06
10/21/2021	118313	Minnesota Power	\$4,802.89
		<b>Report Total</b>	<b>\$32,624.87</b>

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To: Crosby HRA Board Members  
From: Shannon Fortune  
Date: Nov-03-2021  
Re: Housing Manager Report

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### **Tenant Activities Update**

There were 22 participants in the NAPS food delivery program in October. The next steps in the process to fill the currently vacant Tenant Activities Coordinator position is to finalize the job description and application packet questions and post the employment ad. Minutes from the October Tenant Counsel meeting are attached.

### **Annual Inspections**

All Dellwood and Edgewood annual unit inspections have been completed. Scattered Site inspections are scheduled for the week of Nov-15<sup>th</sup>.

### **Eviction Moratorium Off-Ramp Update**

Per HUD guidance letters were sent to all tenants informing them of the extended 30-day notice requirement for nonpayment lease terminations and providing contact information for local community resources that offer rental assistance. The only remaining protections are limited to tenants facing termination for nonpayment that have a verifiable application pending for rental assistance.

### **Monthly Property Performance Reports for October 2021**

Please see Attachment.

### **No Action Requested; Discussion Items**

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# Crosby Housing and Redevelopment Authority

## Monthly Property Performance Report October 2021

### 1. Property Narrative

### 2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	60	n/a	n/a	1	98%
Dellwood	39	37	n/a	n/a	2	95%
Family Units	20	20	n/a	n/a	0	100%
<b>TOTAL</b>	<b>120</b>	<b>117</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>98%</b>

### 3. Customer Traffic

Applications Requested	10
Applications Placed on PH Wait List	8
Applications Denied on PH Wait List	1

### 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	54	8	4	1
2 bdrm	13	8	0	0	0
3 bdrm	6	10	0	0	0
4 bdrm	2	6	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>78</b>	<b>8</b>	<b>4</b>	<b>1</b>

### 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	8
Move-Outs	1	11

\*Starting 4/1/2020

### 6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW#208	1	Mid-November	Screening: 2
DW#104	1	Mid-November	Screening: 2
DW#315	1	Mid-November	Screening: 2

## 7. Recertifications

Interim Recertifications	3
Annual Recertifications	10
Completed for this month	13

## 8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	61
Number inspected for the month	39
Number completed year-to-date	100
Total left to be inspected this year	20
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

\*Starting 4/1/2021

## 9. Lease Enforcements

Lease warnings/violations issued	1
30-day lease terminations	1

## 10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

## 11. Non-Emergency Work Orders

Beginning Balance	18
Received	42
Closed	42
Ending Balance	18
Total Completed Work Orders for Year	288

\*Starting 4/1/2020

## 12. Emergency Work Orders

	This Month	Year-to-Date
Requested	3	7
Completed within 24 hours	3	7
Percent completed within 24 hours	100%	100%

\*Starting 4/1/2020

13. Rent Collection

	This Month
Rent Charges	35,812
Other Charges	207
<b>Total New Charges</b>	<b>36,019</b>
Arrears, tenants in possession	6,491

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	(60)
Current Rent Charges	35,812
Current Rent Collections	35,872
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	4,855
Prior Rent Charges	423,528
Collection Rate	99%

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**Tenant Council Meeting - November 2, 2021 at 9:30 a.m.**

Members present: Roxy, Robin, Marna, Sandy, Betty

**Treasurer Report:**

- Coffee income: \$168.53
- Coffee spent: \$65.91
- Bingo income: \$23.00
- Bingo spent: \$4.99
- Petty Cash: \$196.69
- Checking: \$475.71

**OLD BUSINESS:**

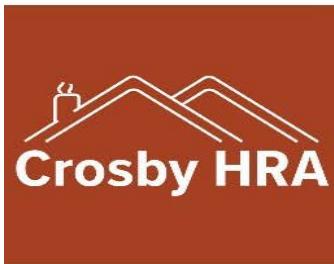
- Took in for halloween: Dellwood \$45.00; Edgewood \$35.00
- Had approximately 55 kids trick and treating.
  - Also had treats for the adults that came down made by Teresa Catlin.
- Will be having the Craft and Bake Sale on Saturday, Nov. 6<sup>th</sup> will be from 9:00 - ?
- Our Thanksgiving Potluck will be Saturday, Nov. 20th at 1:00.
- A sign up sheet will be put out on Wednesday, Nov. 3rd of what we would like people to bring.

**NEW BUSINESS:**

- Will be starting Christmas movies (shown in the Edgewood lobby) at 3:00 p.m. every Friday in December. Betty will buy a DVD player. Robin and Roxy have Christmas movies.
- Will need to purchase popcorn and oil for the popcorn machine. Will also have bottles of water for 50 cents. Will see how this go as if will continue in Jan.
- Need to purchase new bingo balls for bingo. Roxy will order.
- Marna has a call in to a pastor Jeanna Garnett from the Cascade Methodist to come and do Bible Study on Wed. will get back as to when she can start, then will put up signs to let people know.
- Plan to have a Cookie Exchange on Saturday, Dec. 18th at 1:00. Signs will be put up.
- Some of the ladies are starting up the Card Club again in the pool room, they meet at 5:00.
- Roxy and Don put new tips on the pool sticks and also bought new chalk. Found more pool balls in the shop room when Mallory and I cleaned it out and James put them in the pool table.
- Will be doing the door decorating contest again this year. Judging will be a non resident. Prizes will be gift cards from Super One.
- Was mentioned that the rugs in front of main doors are too loose. People have been catching their shoes. Would like to have thicker rugs.
- There will be no Christmas Potluck. Will be having a New Years Eve potluck on the 31st of Dec. at 5:00 p.m. Will be a appetizer potluck.

The next tenant council meeting will be Monday, Dec. 6th at 9:30a.m.

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To: Crosby HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: October 12<sup>th</sup>, 2021  
Re: Executive Director Report

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#### **Anonymous Letter of Concern**

In October Chair Peeples and Mayor Cash each received a letter of concern from an anonymous sender regarding the storage of a trailer belonging to the Brainerd HRA in the Edgewood garage in mid-2020 as well as a statement of concern about the sale of assets that are owned by the agency. After investigating the items in the letter it appears that there was a brief time period in which a piece of equipment was temporarily stored in the garage at Edgewood but that piece of equipment was brought back to the Brainerd properties and has been stored in a garage owned by the Brainerd agency for some time. In response to the booking of assets, maintenance of assets and disposition of assets, the Crosby HRA does have policies and procedures that have been board approved, that detail how we track and ultimately dispose of assets for the agency. We never give away equipment and if the asset has value, we do attempt to sell that through an open auction as we did with the van that was sold earlier in 2021 through a governmental surplus auction site. I did share this information with Chair Peeples after looking into the items in the letter and she has passed this information on to Mayor Cash as well. We do not believe there are any further policies that would need to be implemented to address the questions and concerns in this letter. We are unable to reach out to the sender to clear up any further questions or concerns that they have.

#### **No Action Requested; Discussion Items**

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