

Crosby HRA Board Meeting

11:00 a.m. Tuesday, June 14th, 2022

Community Room, 300 Third Avenue NE, Crosby MN 56441

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. REVIEW AND APPROVE AGENDA**
- 4. REVIEW AND APPROVE MINUTES** (*Attachment 1*) pg. 3
- 5. BILLS & COMMUNICATIONS**
 - a. Financial Report** (*Attachment 2*) pg. 7
 - b. Housing Manager Report** (*Attachment 3*) pg. 15
 - c. Executive Director Report** (*Attachment 4*) pg. 21
- 6. UNFINISHED BUSINESS:**
- 7. NEW BUSINESS:**
- 8. COMMISSIONER COMMENTS:**
- 9. NEXT MEETING:** July 12th, 2022
- 10. ADJOURNMENT**

Linda Peeples, Chair Term Expires: 2026
Renae Marsh, Secretary/Treasurer Term Expires: 2025
Buzz Neprud, Commissioner Term Expires: 2022
Maxine Fisher, Commissioner Term Expires: 2024
Marna Paron, Resident Commissioner Term Expires: 2026

**All terms expire August 31st*

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Crosby HRA BOARD MEETING MINUTES Tuesday, May 10, 2022

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, May 10, 2022, Community Room, 300 3rd Ave NE, Crosby MN 56441.

- 1. CALL TO ORDER:** Chair Peeples called the meeting to order at 11:01AM.
- 2. ROLL CALL:** Commissioners Linda Peeples, Renae Marsh, Buzz Neprud, and Marna Paron. Maxine Fisher

Others present: Finance Director Karen Young, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, Rehab Administrative Specialist Kristin Miller and Guest Reverend Gerald Fisher.

- 3. REVIEW AND APPROVE AGENDA:**

Moved by Commissioner Neprud and seconded by Commissioner Paron to approve the agenda as presented for Tuesday, May 10, 2022. All commissioners were in favor, and none were opposed. The agenda is approved as presented.

- 4. REVIEW AND APPROVE MINUTES:**

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve the meeting minutes from Tuesday, April 12, 2022. All commissioners were in favor, and none were opposed. The minutes were approved.

- 5. BILLS AND COMMUNICATIONS:**

- a. Financial Report and Approval Request:**

April 2022 financial report was presented by Karen Young.

2022 Audit

The 2022 audit fieldwork has been scheduled with CliftonLarsonAllen (CLA) during the week of June 13th.

Moved by Commissioner Fisher and seconded by Commissioner Paron to approve April checks numbered 118531 through 118549 and April ACH payments numbered 1555 through 1563. All commissioners were in favor, and none were opposed. The motion was approved.

b. Housing Manager Report:

Presented by Shannon Fortune

MOR

We have received notification that Edgewood's annual Management and Occupancy Review (MOR) has been scheduled for Jun-10th. As was the case last year, this will mostly be a remote process. Tenant files, waiting lists, and other requested administrative documents are uploaded through a secure web portal and the staff interview portion is conducted via video call. The MOR process also includes a physical inspection component that follows up on a sampling of REAC findings. This part of the review will be completed through a phone interview with tenants in units that had REAC findings to confirm that the issues have been resolved.

Tenant Activities Update

There were 20 participants in the NAPS food delivery program in April, which includes one household dropping off and one new household enrolling. The new distribution model for the program worked well and new volunteers are being recruited to make it even better. Food items that had previously been left on various tables throughout the buildings have now been consolidated into an on-site food pantry to make it easier for all tenants to access. Diana is very pleased that 10 tenants (including 2 families from Scattered Sites!) have submitted their interest surveys to help her target her planning to events and activities of the greatest interest to our population. In April there were 4 events, with a total of 24 participants. There are already 6 events scheduled for May and more in the brainstorming/planning stages. Minutes from the Tenant Council meeting in April are attached.

Security Update

For the past several weeks the Crosby Police Department has been increasing their presence in the area, including doing periodic walk-throughs of our buildings. This is in response to some recent incidents involving tenants and/or their guests that don't threaten the health and safety of anyone in the building but are still inappropriate. After speaking to an officer familiar with our tenants and the recent events, these additional patrols may be a good deterrent to future incidents.

Monthly Property Performance Reports for April 2022

March monthly property performance reports were presented by Shannon Fortune.

Executive Director Report:

Presented by Karen Young

MN NAHRO Executive Directors Training

I recently attended an executive director's boot camp training put on by our Minnesota chapter of the National Association of Housing and Redevelopment Officials (NAHRO) held in the Twin Cities April 20th – 22nd. This was my first in person training opportunity with NAHRO and was attended by 40 directors from around the state and region. We had a national NAHRO presenter go through a guide for new executive directors and several informative round table discussions about the challenges housing authorities are facing as we come through the last two years of the pandemic. This was a great opportunity for me to network with other directors from the state as well as get an opportunity to hear about some of the challenges that all of our agencies and directors face across the state. I'm looking forward to continuing with additional training opportunities in the future.

Community Focus Radio Program

On May 10th John Schommer and I will be recording a radio interview for Community Focus which will air at noon on the 10th on the local radio station WJJY. We are going to be highlighting the Crow Wing County HRA Housing Trust Fund and the Housing Study that was completed by the HRA in 2020 to hopefully put a spotlight on the need for additional housing throughout the County. I will not be in attendance at the board meeting due to this conflict but feel that this is an opportunity that we should take to get the word out about our County programs.

6. UNFINISHED BUSINESS: None at this time.

7. NEW BUSINESS: None at this time.

8. CHAIR COMMENTS: None at this time.

NEXT MEETING: Tuesday, June 14, 2022

9. ADJOURNMENT:

Commissioner Paron made a motion to adjourn the meeting. Commissioner Neprud seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 11:16AM.

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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: June 6, 2022
Re: June Financial Report

Please find attached the financial information for May 2022.

2022 Audit

The 2022 audit fieldwork has been scheduled with CliftonLarsonAllen (CLA) during the week of June 13th.

2022 Capital Fund Program (CFP) Grant

HUD recently announced our 2022 CFP grant funding in the amount of \$129,891. This is the highest annual amount of funding that we have received in the history of this program. These funds will be primarily used for capital improvements to our Public Housing properties.

Action Requested:

Approval of May checks numbered 118550 through 118585 and May ACH payments numbered 1564 through 1571 and 233 through 237.

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Crosby Housing & Redevelopment Authority

2023 Ratios

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

| MASS Ratios | Max Pts | Scoring | Apr | May |
|-------------------------------|-----------|---------------------------|--------------|--------------|
| Occupancy | 16 | O <90% =0, O >98% =16 | 16.00 | 12.00 |
| Tenant Accounts Receivable | 5 | TAR <1% =5 , TAR >2.5% =0 | 0.00 | 0.00 |
| Accounts Payable | 4 | AP < .75 = 4, AP >1.5 =0 | 4.00 | 4.00 |
| Total Points | 25 | | 20.00 | 16.00 |
| Total of Above Ratios | 50 | | 45 | 41 |

| MASS Ratios | Max Pts | Scoring | | |
|-----------------------------|-----------|--|-------------|-------------|
| Timeliness of Obligation | 5 | >90% at OED = 5 <90% at OED = 0 | 5.00 | 5.00 |
| Occupancy Rate | 5 | OR <93% = 0, OR >96% =5 Must have 5 points or | 5.00 | 5.00 |
| Total Points | 10 | Capital Fund Troubled | 10.0 | 10.0 |

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| | Current Period | Current Year | Year To Date Budget | Variance |
|--|-----------------------|---------------------|----------------------------|-------------------|
| Income | | | | |
| 100-000-3110.000 Dwelling Rental | -17,522.00 | -34,618.00 | -34,995.00 | 377.00 |
| 100-000-3120.000 Excess Utilities | 0.00 | 0.00 | -108.34 | 108.34 |
| 100-000-3401.000 Operating Subsidy | -4,226.00 | -15,688.00 | -18,393.34 | 2,705.34 |
| 100-000-3402.000 Capital Fund Revenue | 0.00 | 0.00 | -1,666.66 | 1,666.66 |
| 100-000-3610.000 Interest Revenue | 0.70 | 0.82 | 0.00 | 0.82 |
| 100-000-3690.000 Other Income | -64.38 | -188.73 | -266.66 | 77.93 |
| 100-000-3691.000 Other Tenant Revenue | -707.95 | -1,399.95 | -1,666.66 | 266.71 |
| 100-000-3695.000 Laundry Revenue | -544.50 | -544.50 | -433.34 | -111.16 |
| Total Income | -23,064.13 | -52,438.36 | -57,530.00 | 5,091.64 |
| Expense | | | | |
| 100-000-4110.000 Administration Salaries | 1,536.66 | 3,050.90 | 3,330.00 | -279.10 |
| 100-000-4130.000 Legal | 0.00 | 0.00 | 500.00 | -500.00 |
| 100-000-4140.000 Staff Training | 0.00 | 0.00 | 66.66 | -66.66 |
| 100-000-4150.000 Travel | 82.66 | 82.66 | 120.84 | -38.18 |
| 100-000-4190.000 Sundry-Other Admin | 32.50 | 62.50 | 87.50 | -25.00 |
| 100-000-4191.000 Management Fees | 3,000.00 | 6,000.00 | 6,000.00 | 0.00 |
| 100-000-4194.000 Office Supplies | 12.03 | 77.03 | 300.00 | -222.97 |
| 100-000-4196.000 Telephone | 70.42 | 140.64 | 150.00 | -9.36 |
| 100-000-4198.000 Advertising | 0.00 | 0.00 | 166.66 | -166.66 |
| 100-000-4199.000 Postage | 0.00 | 0.00 | 225.00 | -225.00 |
| 100-000-4210.000 Tenant Svcs Salaries | 339.04 | 674.82 | 735.00 | -60.18 |
| 100-000-4230.000 Tenant Services Other | 17.29 | 34.74 | 216.66 | -181.92 |
| 100-000-4310.000 Water | 1,121.13 | 1,121.13 | 2,500.00 | -1,378.87 |
| 100-000-4315.000 Sewer | 1,698.78 | 1,698.78 | 3,791.66 | -2,092.88 |
| 100-000-4320.000 Electricity | 1,912.74 | 1,912.74 | 3,860.00 | -1,947.26 |
| 100-000-4330.000 Gas | 1,484.13 | 1,484.13 | 1,590.00 | -105.87 |
| 100-000-4431.000 Garbage & Trash | 3,624.54 | 3,624.54 | 1,466.66 | 2,157.88 |
| 100-000-4410.000 Maintenance Labor | 3,041.20 | 5,915.39 | 7,240.84 | -1,325.45 |
| 100-000-4420.000 Materials | 694.25 | 694.25 | 3,000.00 | -2,305.75 |
| 100-000-4430.000 Contracts Costs | 1,904.38 | 2,156.02 | 2,950.00 | -793.98 |
| 100-000-4432.000 Decorating Contract | 1,234.25 | 1,234.25 | 1,500.00 | -265.75 |
| 100-000-4435.000 Grounds Contract | 489.25 | 489.25 | 483.34 | 5.91 |
| 100-000-4445.000 Elevator Maintenance | 1,271.70 | 4,003.00 | 2,891.00 | 1,112.00 |
| 100-000-4450.000 Plumbing/Heating | 511.80 | 511.80 | 833.34 | -321.54 |
| 100-000-4455.000 Snow Removal | 0.00 | 0.00 | 400.00 | -400.00 |
| 100-000-4456.000 Exterminating | 0.00 | 55.00 | 166.66 | -111.66 |
| 100-000-4457.000 Janitor/Cleaning | 575.55 | 575.55 | 1,216.66 | -641.11 |
| 100-000-4510.000 Insurance | 2,259.98 | 4,519.96 | 4,813.34 | -293.38 |
| 100-000-4520.000 Property Tax | 384.03 | 1,563.83 | 1,390.29 | 173.54 |
| 100-000-4540.000 Employee Benefits | 2,538.23 | 5,047.67 | 5,280.84 | -233.17 |
| Total Expense | 29,836.54 | 46,730.58 | 57,272.95 | -10,542.37 |
| Net Income(-) or Loss | 6,772.41 | -5,707.78 | -257.05 | -5,450.73 |

| | Current Period | Current Year | Year To Date Budget | Variance |
|--|-----------------------|---------------------|----------------------------|-------------------|
| Income | | | | |
| 700-000-3110.000 Dwelling Rental | -19,185.00 | -38,425.00 | -39,250.00 | 825.00 |
| 700-000-3120.000 Excess Utilities | -30.00 | -60.00 | -323.34 | 263.34 |
| 700-000-3404.000 Other Government Grant | -9,788.00 | -19,441.00 | -19,038.34 | -402.66 |
| 700-000-3610.000 Interest Revenue | 1,438.24 | 6,455.06 | -966.66 | 7,421.72 |
| 700-000-3690.000 Other Income | -96.56 | -246.89 | -133.34 | -113.55 |
| 700-000-3691.000 Other Tenant Revenue | -105.00 | -109.00 | -1,000.00 | 891.00 |
| 700-000-3695.000 Laundry Revenue | -1,646.25 | -1,646.25 | -1,466.66 | -179.59 |
| Total Income | -29,412.57 | -53,473.08 | -62,178.34 | 8,705.26 |
| Expense | | | | |
| 700-000-4110.000 Administration Salaries | 2,554.96 | 5,026.32 | 5,452.50 | -426.18 |
| 700-000-4130.000 Legal | 0.00 | 0.00 | 500.00 | -500.00 |
| 700-000-4140.000 Staff Training | 0.00 | 0.00 | 100.00 | -100.00 |
| 700-000-4150.000 Travel | 86.41 | 86.41 | 141.66 | -55.25 |
| 700-000-4190.000 Sundry-Other Admin | 32.50 | 62.50 | 91.66 | -29.16 |
| 700-000-4191.000 Management Fees | 4,500.00 | 9,000.00 | 9,000.00 | 0.00 |
| 700-000-4194.000 Office Supplies | 12.04 | 77.04 | 333.34 | -256.30 |
| 700-000-4196.000 Telephone | 70.44 | 140.67 | 150.00 | -9.33 |
| 700-000-4198.000 Advertising | 0.00 | 0.00 | 166.66 | -166.66 |
| 700-000-4199.000 Postage | 0.00 | 0.00 | 225.00 | -225.00 |
| 700-000-4210.000 Tenant Svcs Salaries | 508.56 | 1,012.23 | 1,102.50 | -90.27 |
| 700-000-4230.000 Tenant Services Other | 17.29 | 34.74 | 33.34 | 1.40 |
| 700-000-4310.000 Water | 658.96 | 658.96 | 1,083.34 | -424.38 |
| 700-000-4315.000 Sewer | 1,102.94 | 1,102.94 | 1,875.00 | -772.06 |
| 700-000-4320.000 Electricity | 2,602.71 | 2,602.71 | 5,183.34 | -2,580.63 |
| 700-000-4330.000 Gas | 1,564.63 | 1,564.63 | 1,930.00 | -365.37 |
| 700-000-4431.000 Garbage & Trash | 286.84 | 286.84 | 583.34 | -296.50 |
| 700-000-4410.000 Maintenance Labor | 3,041.20 | 5,915.42 | 7,566.66 | -1,651.24 |
| 700-000-4420.000 Materials | 627.55 | 627.55 | 2,833.34 | -2,205.79 |
| 700-000-4430.000 Contracts Costs | 762.12 | 1,615.96 | 2,616.66 | -1,000.70 |
| 700-000-4432.000 Decorating Contract | 3,690.27 | 3,690.27 | 4,666.66 | -976.39 |
| 700-000-4435.000 Grounds Contract | 499.48 | 499.48 | 433.34 | 66.14 |
| 700-000-4445.000 Elevator Maintenance | 163.28 | 2,894.58 | 2,891.00 | 3.58 |
| 700-000-4450.000 Plumbing/Heating | 0.00 | 0.00 | 1,500.00 | -1,500.00 |
| 700-000-4455.000 Snow Removal | 0.00 | 0.00 | 433.34 | -433.34 |
| 700-000-4456.000 Exterminating | 0.00 | 55.00 | 200.00 | -145.00 |
| 700-000-4457.000 Janitor/Cleaning | 3,592.33 | 3,592.33 | 1,400.00 | 2,192.33 |
| 700-000-4510.000 Insurance | 1,951.25 | 3,902.50 | 3,771.68 | 130.82 |
| 700-000-4520.000 Property Tax | 649.95 | 1,638.45 | 1,446.66 | 191.79 |
| 700-000-4540.000 Employee Benefits | 2,930.57 | 5,826.54 | 6,119.16 | -292.62 |
| Total Expense | 31,906.28 | 51,914.07 | 63,830.18 | -11,916.11 |
| Net Income(-) or Loss | 2,493.71 | -1,559.01 | 1,651.84 | -3,210.85 |

Housing and Redevelopment Authority of Crosby
Payment Summary Report
May 2022

| Payment Date | Payment Number | Remit to Vendor | Total Check Amt |
|--------------|----------------|-----------------------------------|-----------------|
| 5/11/2022 | 233 | Diana Banks | \$18.72 |
| 5/11/2022 | 234 | Eric Charpentier | \$37.44 |
| 5/11/2022 | 235 | John Schommer | \$147.45 |
| 5/11/2022 | 236 | Scott Risnes | \$92.48 |
| 5/11/2022 | 237 | Shannon Fortune | \$74.88 |
| 5/5/2022 | 1564 | Harpers Payroll Service | \$1,221.08 |
| 5/5/2022 | 1565 | Harpers Payroll Service | \$41.78 |
| 5/9/2022 | 1566 | Minnesota State Retirement System | \$50.00 |
| 5/9/2022 | 1567 | Lincoln Financial Group | \$719.49 |
| 5/19/2022 | 1568 | Lincoln Financial Group | \$719.49 |
| 5/19/2022 | 1569 | Minnesota State Retirement System | \$50.00 |
| 5/19/2022 | 1570 | Harpers Payroll Service | \$1,315.53 |
| 5/19/2022 | 1571 | Harpers Payroll Service | \$51.98 |
| 5/10/2022 | 118550 | Aramark Uniform Services | \$61.72 |
| 5/10/2022 | 118551 | Bremer Bank Credit Card | \$65.00 |
| 5/10/2022 | 118552 | City Of Crosby | \$4,967.83 |
| 5/10/2022 | 118553 | Climate Makers | \$313.00 |
| 5/10/2022 | 118554 | Crosby Ace Hardware | \$211.46 |
| 5/10/2022 | 118555 | Crow Wing County San. Landfill | \$104.00 |
| 5/10/2022 | 118556 | Ctcit | \$335.00 |
| 5/10/2022 | 118557 | Dacotah Paper Co. | \$358.88 |
| 5/10/2022 | 118558 | Gravelle Plumbing & Heating | \$198.80 |
| 5/10/2022 | 118559 | Handyman's Inc. | \$51.98 |
| 5/10/2022 | 118560 | Hd Supply Facilities Maint | \$999.68 |
| 5/10/2022 | 118561 | Healthpartners | \$4,098.10 |
| 5/10/2022 | 118562 | Judy Robinson | \$1,035.00 |
| 5/10/2022 | 118563 | Kristin Miller | \$19.31 |
| 5/10/2022 | 118564 | MRI Software LLC | \$100.00 |
| 5/10/2022 | 118565 | Mei Elevator Solutions | \$1,434.98 |
| 5/10/2022 | 118566 | Midwest Machinery Co | \$988.73 |
| 5/10/2022 | 118567 | Minnesota Energy Resources | \$3,048.76 |
| 5/10/2022 | 118568 | Minnesota Power | \$64.00 |
| 5/10/2022 | 118569 | Minnesota Power | \$33.00 |
| 5/10/2022 | 118570 | Minnesota Power | \$4,515.45 |
| 5/10/2022 | 118571 | Nisswa Sanitation Inc | \$2,759.56 |
| 5/10/2022 | 118572 | Northland Fire Protection | \$319.00 |
| 5/10/2022 | 118573 | Paper Storm | \$61.80 |
| 5/10/2022 | 118574 | STC Enterprises LLC | \$600.00 |
| 5/10/2022 | 118575 | Servicemaster Clean of Brainerd | \$2,774.00 |
| 5/10/2022 | 118576 | Sherwin-Williams | \$561.68 |
| 5/10/2022 | 118577 | Storage Boxes, Etc. | \$120.00 |
| 5/10/2022 | 118578 | T-Mobile | \$76.62 |
| 5/10/2022 | 118579 | The Office Shop | \$167.46 |
| 5/10/2022 | 118580 | Tom's Total Tree Service | \$900.00 |
| 5/10/2022 | 118581 | Visa-Unity | \$82.75 |
| 5/10/2022 | 118582 | West Central Flooring | \$4,765.14 |

Housing and Redevelopment Authority of Crosby
Payment Summary Report
May 2022

| Payment Date | Payment Number | Remit to Vendor | Total Check Amt |
|--------------|----------------|-----------------|--------------------|
| 5/19/2022 | 118583 | Void | \$0.00 |
| 5/19/2022 | 118584 | Tenant Refund | \$475.37 |
| 5/19/2022 | 118585 | Ctc | \$363.45 |
| | | | |
| | | Report Total | \$41,571.83 |



To: Crosby HRA Board Members
From: Shannon Fortune
Date: Jun-07-2022
Re: Housing Manager Report

MOR

All requested files and documents were uploaded to the web portal for review and the staff interview portion has been completed. Formal results are expected by the end of the month with a 30-day window to make any necessary corrections. The reviewer will be on-site Jun-8th to complete the physical inspection component of the process, which involves inspecting any vacant units and following up on previous REAC findings in common areas.

Tenant Activities Update

There were 22 participants in the NAPS food delivery program in May. There were 3 events in May, including a COVID booster clinic (7), a seminar provided by Humana related to "Habits of Happy People" (5), and the first in a series of chair exercises following along with a YouTube video (2). Diana is busy planning events for the summer and early fall. Tenant feedback has been positive, even if participation numbers vary. Minutes from the Tenant Council meeting in May are attached.

Monthly Property Performance Reports for May 2022

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report May 2022

1. Property Narrative

2. Physical Occupancy

| Unit Size | Total Units | Occupied Units | Mod Rehab | Make Ready | Vacant Units | Percent Occupied |
|--------------|-------------|----------------|-----------|------------|--------------|------------------|
| Edgewood | 61 | 59 | n/a | n/a | 2 | 97% |
| Dellwood | 39 | 38 | n/a | n/a | 1 | 97% |
| Family Units | 20 | 19 | n/a | n/a | 1 | 95% |
| TOTAL | 120 | 116 | 0 | 0 | 4 | 97% |

3. Customer Traffic

| | |
|----------------------------------|----|
| Applications Requested | 15 |
| Applications Placed on Wait List | 8 |
| Applications Denied on Wait List | 6 |

4. Waiting List

| Unit Size | # of Units | Total # on Wait List | Notified | Screening | Denied |
|--------------|------------|----------------------|-----------|-----------|----------|
| 1 bdrm | 99 | 61 | 13 | 5 | 0 |
| 2 bdrm | 13 | 14 | 0 | 0 | 0 |
| 3 bdrm | 6 | 9 | 1 | 0 | 0 |
| 4 bdrm | 2 | 4 | 2 | 2 | 1 |
| TOTAL | 120 | 88 | 16 | 7 | 1 |

5. Move-Ins and Move Outs

| | This Month | Year-to-Date |
|-----------|------------|--------------|
| Move-Ins | 0 | 3 |
| Move-Outs | 4 | 7 |

*Starting 4/1/2022

6. Lists of Vacant Units and Unit Status

| Unit | Unit Size | Anticipated Lease Date | Applicant Approved? |
|--------|-----------|------------------------|---------------------|
| EW#116 | 1BR | 6/20/2022 | Yes |
| EW#317 | 1BR | 6/9/2022 | Yes |
| DW#104 | 1BR | 6/2/2022 | Moved In |
| SS#18 | 4BR | by 6/27/2022 | Yes |

7. Recertifications

| | |
|--------------------------|----|
| Interim Recertifications | 11 |
| Annual Recertifications | 10 |
| Completed for this month | 21 |

8. Annual Unit Inspections

| | |
|--|------------|
| Total units to be inspected this year | 120 |
| Number completed start of month | 0 |
| Number inspected for the month | 0 |
| Number completed year-to-date | 0 |
| Total left to be inspected this year | 120 |
| Have all building system inspections been completed? | In Process |
| If yes, please enter date | n/a |

*Starting 4/1/2022

9. Lease Enforcements

| | |
|----------------------------------|---|
| Lease warnings/violations issued | 3 |
| 30-day lease terminations | 1 |

10. Evictions

| Resident | Reason | Summons Date | Judgment Action |
|----------|------------------------|--------------|--------------------------|
| DW#209 | Crim.Behavior/Non-Pay. | 05/25/22 | Writ of recovery pending |

11. Non-Emergency Work Orders

| | |
|--------------------------------------|----|
| Beginning Balance | 3 |
| Received | 48 |
| Closed | 49 |
| Ending Balance | 2 |
| Total Completed Work Orders for Year | 86 |

*Starting 4/1/2022

12. Emergency Work Orders

| | This Month | Year-to-Date |
|-----------------------------------|------------|--------------|
| Requested | 0 | 0 |
| Completed within 24 hours | 0 | 0 |
| Percent completed within 24 hours | n/a | n/a |

*Starting 4/1/2022

13. Rent Collection

| | This Month |
|--------------------------------|---------------|
| Rent Charges | 36,247 |
| Other Charges | 171 |
| Total New Charges | 36,418 |
| Arrears, tenants in possession | 513 |

Accounts Receivable

| | |
|---|--------|
| Current Tenant Accounts Receivable (Rent) | (18) |
| Current Rent Charges | 36,247 |
| Current Rent Collections | 36,265 |
| Accounts Receivable Rate | 0% |
| Collection Rate | 100% |

Collections - Prior 12 Month Period

| | |
|--|---------|
| Prior Tenants Accounts Receivable (Rent) | 12,121 |
| Prior Rent Charges | 235,156 |
| Collection Rate | 100% |

Tenant Council Meeting - Monday, May 2, 2022 at 11:00 pm.

Members present: Roxy, Robin, Marna, Diana

Treasurer Report:

For the month of April

Coffee income: \$157.40

Coffee spent: \$64.99

Bingo income: \$10.00

Bingo spent: \$0.74

Potluck spent: \$17.59 (ham) \$2.99 (lemonade) (for easter potluck)

Petty cash for end of April: \$377.00

Checking: \$652.71

OLD BUSINESS:

Had our Easter Potluck on Saturday, April 16th. There were 17 people in attendance.

Was a good time.

Will have next potluck on Saturday, May 14th at 1 p.m.

NEW BUSINESS:

Will have Kale Jones coming on Sunday June 5th at 2 p.m. to play and sing for us.

Will have a reg. potluck on Saturday, June 18th at 1 p.m.

There will be a speaker coming on Wednesday, May 4th to speak about habit for happiness. Will be in the dining room.

Will be putting up signs to collect money for flowers to be put in wishing well and flower beds in front of both buildings.

Will also be asking for volunteers to help plant and tend to the flowers.

Diana has donated a dvd player and a couple movies. We will need to check the tv in Edgewood lobby to make sure works and need to purchase a cable before can start showing movies.

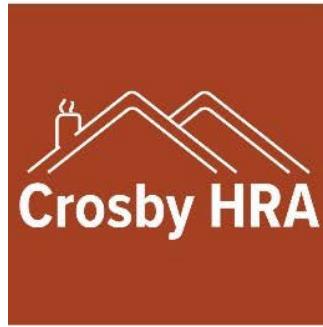
The food pantry is getting overflowed, so we are going to box up some of the items that are not being used and take back to the food shelf.

Diana had some good suggestions for activities in the future:

making cards and selling them; having some volunteers come and give manicures.

Talked about getting an AED on site. Will continue to discuss at next meeting.

The next tenant council meeting is Monday, June 6th at 11 a.m.



To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: June 14th, 2022
Re: Executive Director Report

Management & Occupancy Review – MN Housing

Our annual management and occupancy review (MOR) was conducted the week of June 6th by Minnesota Housing. Staff prepared, compiled, and provided the files that were requested by MN Housing. We anticipate receiving our results in the next couple of weeks. Thank you to staff for your work in getting through this review.

Discussion with Crow Wing County – Housing Needs

John Schommer and I have met with County Commissioners and County staff recently along with BLAEDC and other City Administrative staff to discuss the housing needs in the County. We have spoken with the Crosby City Administrator along with the County Commissioner for the Crosby area specifically about what the needs are and what the strategy will be to entice development in the Cuyuna area. We do have funds in the Crow Wing County Trust Fund that can help with gap financing for projects, and we will continue to strategize with these stakeholders to encourage development in the region.

No Action Requested; Discussion Items

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