

Crosby HRA Board Meeting Agenda

11:00 a.m. July 11th, 2023

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

a. June 13th, 2023 Minutes (*Attachment 1*) Pg. 3

5. BILLS & COMMUNICATIONS

a. Financial Report (*Attachment 2*) Pg. 7

b. Housing Manager Report (*Attachment 3*) Pg. 15

c. Maintenance Report (*Attachment 4*) Pg. 21

6. UNFINISHED BUSINESS:

7. NEW BUSINESS:

8. COMMISSIONER COMMENTS:

9. NEXT MEETING: August 8th, 2023

10. ADJOURNMENT

Marna Paron, Chair & Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

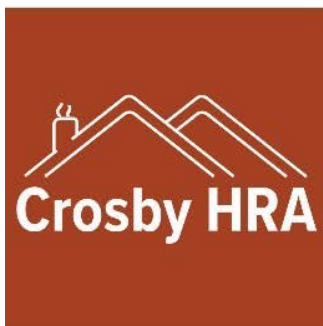
Buzz Neprud, Commissioner Term Expires: 2027

Maxine Fisher, Vice Chair Term Expires: 2024

Paula Traylor, Commissioner Term Expires: 2026

**All terms expire August 31st*

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Crosby HRA BOARD MEETING MINUTES Tuesday, June 13, 2023

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, June 13, 2023, Community Room, 300 3rd Ave NE, Crosby MN 56441.

- 1. CALL TO ORDER:** Chair Paron called the meeting to order at 11:00AM.
- 2. ROLL CALL:** Commissioners Paula Traylor, Marna Paron, Maxine Fisher and Renae Marsh & Buzz Neprud. Absent: N/A

Others present: Executive Director Eric Charpentier, Rehab Administrative Specialist Kristin Miller, & Housing Manager Shannon Fortune.

3. REVIEW AND APPROVE AGENDA:

Moved by Commissioner Traylor and seconded by Commissioner Neprud to approve the agenda for Tuesday, June 13, 2023. All commissioners were in favor, and none were opposed. The agenda is approved as presented.

4. REVIEW AND APPROVE MINUTES:

Moved by Commissioner Marsh and seconded by Commissioner Traylor to approve the meeting minutes from Tuesday, May 9, 2023. All commissioners were in favor, and none were opposed. The minutes were approved.

5. BILLS AND COMMUNICATIONS:

a. Financial Report and Approval Request:

May 2023 financial report was presented by Eric Charpentier.

Lighting Project

Payment was processed in May to Jim's Electric in the amount of \$10,650 for the installation of 313 light fixtures at Edgewood and Dellwood. We previously received a rebate check from MN Power for \$18,660 for the purchase of the light fixtures.

2023 Audit

The 2023 audit fieldwork was conducted with CliftonLarsonAllen (CLA) on June 6th.

Moved by Commissioner Neprud and seconded by Commissioner Traylor to approve May checks numbered 118999 through 119030 and May ACH payments numbered 1666 through 1667 and 292 through 297. All commissioners were in favor, and none were opposed. The motion was approved.

b. Housing Manager Report:

Presented by Shannon Fortune.

Tenant Activities Update

There were 16 participants and 3 volunteers in the NAPS food delivery program in May. In the past month, activities were chair yoga/exercise classes (19), a Humana wellness seminar "Preventing Falls" (5), a hands-on demonstration of the new coinless laundry machines (19), some thematic socialization activities (4), and the "Love Loops" volunteer crochet/knitting group met once with 3 volunteers. The Range Youth Center volunteers that had been coming to play games and engage socially with tenants will be taking the summer off and anticipates returning for more activities in September/October. Diana has been working closely with the maintenance and admin teams as we transition to keyless entry and will continue focusing on sharing information and sharing real-time feedback from tenants as we move through the installation phase of this project. Minutes from the Tenant Council meeting in May are attached.

Edgewood MOR (Management & Occupancy Review)

We have completed the document and file upload for the Edgewood MOR and are awaiting the physical inspection and exit interview, which are scheduled for early June.

Admissions & Continued Occupancy Plan (ACOP) Update

A public hearing to adopt the updated Admissions & Continued Occupancy Plan will be held on August 8, 2023. This extensive update will bring the ACOP in line with HUD's recently published Housing Opportunity Through Modernization Act (HOTMA) requirements.

Monthly Property Performance Reports for May 2023

These documents were presented by Shannon Fortune.

c. Maintenance Director Report:

Presented by Eric Charpentier.

Office Safety Improvements

The safety improvements in the office are now complete.

Laundry Machines

The new washing machines and dryers for both Edgewood and Dellwood are installed and seem to be going very well for tenants.

Light Fixtures

Maintenance staff continues working on patching and painting around the fixtures in the hallway areas due to the new fixtures being slightly smaller.

Keyless Entry

The contractor has installed the server and we have been working on programming the system. Installation will start June 12th with the exterior, office and common doors and likely the entrance phone next with tenant doors the last part of the installation. The project is expected to be completed by the end of June.

Concrete Replacement

We are soliciting bids to replace the concrete around both Edgewood and Dellwood as it is spalling and overall is in very poor condition. Part of replacing the concrete will involve adding areas for improved bicycle parking and moving the smoking area to the back side of the buildings. The canopy will be moved to a central location with sidewalks added from each building to get to the new area. Bids are due June 20th.

d. Executive Director Report:

Presented by Eric Charpentier.

Juneteenth Holiday Added

The Minnesota Legislature approved a bill this session to establish Juneteenth as a state recognized holiday. A provision included in the state and local government omnibus bill adjusted the previous effective date to make the holiday required this year. The holiday is to recognize the date on which slavery was abolished in the United States. Public business cannot be conducted on June 19th in observance of this holiday. We have adjusted our work schedule to reflect that our offices will be closed on June 19th of this year and our staff will be paid for the holiday. We will be adding this holiday to our list of recognized holidays going forward.

6. UNFINISHED BUSINESS: None at this time

7. NEW BUSINESS: None at this time

8. CHAIR COMMENTS:

Marna Paron –

Renae Marsh –

Maxine Fisher –

Paula Traylor -

Buzz Neprud – Will be absent for the August Mtg.

9. NEXT MEETING: Tuesday, July 11, 2023

10. ADJOURNMENT:

Commissioner Marsh 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 the meeting was adjourned at 11:20AM.



To: Crosby HRA Board Members
 From: Karen Young, Finance Director
 Date: June 29, 2023
 Re: July Financial Report

Please find attached the financial information for June 2023.

2023 Audit

The 2023 audit fieldwork was completed by CliftonLarsonAllen (CLA) during the week of June 6th. The audit was clean with no findings. The unaudited information was submitted to REAC prior to the May 31st due date. Mary Reedy will present the audited financial statements to the board at the August meeting.

Capital Improvements

In June, we processed payment to BDS Laundry Systems in the amount of \$28,422 for washers and dryers for both Edgewood and Dellwood. We drew the \$11,783 Dellwood portion out of Public Housing Capital Fund. We transferred funds out of Edgewood's investment funds to cover that property's share of \$16,639.

We also processed payment to Newmann Construction in the amount of \$7,006 for the breezeway roof between the two buildings. This cost was split equally between Edgewood and Public Housing.

Payment was processed to Cronin Construction in the amount of \$9,982 for the Dellwood office remodel. This was charged to Public Housing and drawn out of Capital Fund.

Edgewood RBC Transfer

In June, we transferred \$100,000 out of the Edgewood Investment fund at RBC to the operating account at Unity Bank. This transfer was to cover the new washers and dryers, insurance renewals, breezeway roof, keyless entry, and concrete. We will transfer additional funds in the coming months to fully cover these projects as they are completed.

Action Requested:

Approval of June checks numbered 119031 through 119074 and June ACH payments numbered 1677 through 1685 and 298 through 301.

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Crosby Housing & Redevelopment Authority 2024 Ratios

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

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

MASS Ratios	Max Pts	Scoring			
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	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
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0

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**PH Operating - Board
Public Housing Operating - Board
June, 2023**

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	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-20,770.00	-61,971.00	-57,392.49	-4,578.51
100-000-3120.000 Excess Utilities	-418.01	-679.49	-162.51	-516.98
100-000-3401.000 Operating Subsidy	-11,977.00	-51,198.00	-37,078.74	-14,119.26
100-000-3402.000 Capital Fund Revenue	-21,765.00	-21,765.00	-2,499.99	-19,265.01
100-000-3490.000 Gain/Loss on Sale of A	0.00	21.88	0.00	21.88
100-000-3610.000 Interest Revenue	-81.53	-184.90	0.00	-184.90
100-000-3690.000 Other Income	-51.15	-171.19	-399.99	228.80
100-000-3691.000 Other Tenant Revenue	-1,727.50	-2,756.17	-2,937.51	181.34
100-000-3695.000 Laundry Revenue	-297.50	-972.25	-875.01	-97.24
Total Income	-57,087.69	-139,676.12	-101,346.24	-38,329.88
Expense				
100-000-4110.000 Administration Salaries	2,016.79	7,010.77	6,900.00	110.77
100-000-4130.000 Legal	0.00	0.00	1,224.99	-1,224.99
100-000-4140.000 Staff Training	0.00	0.00	99.99	-99.99
100-000-4150.000 Travel	64.85	133.23	181.26	-48.03
100-000-4171.000 Auditing Fees	262.50	262.50	655.00	-392.50
100-000-4190.000 Sundry-Other Admin	35.00	122.50	143.76	-21.26
100-000-4191.000 Management Fees	4,012.50	12,037.50	12,037.50	0.00
100-000-4194.000 Office Supplies	28.81	231.81	450.00	-218.19
100-000-4195.000 Membership Dues	94.80	94.80	100.00	-5.20
100-000-4196.000 Telephone	38.87	86.17	123.75	-37.58
100-000-4198.000 Advertising	0.00	0.00	249.99	-249.99
100-000-4199.000 Postage	0.00	0.00	187.50	-187.50
100-000-4210.000 Tenant Svcs Salaries	441.70	1,491.20	1,425.00	66.20
100-000-4230.000 Tenant Services Other	4.92	13.84	324.99	-311.15
100-000-4310.000 Water	1,299.44	2,309.44	3,887.49	-1,578.05
100-000-4315.000 Sewer	2,061.52	3,646.51	5,837.49	-2,190.98
100-000-4320.000 Electricity	2,591.08	6,661.94	6,586.26	75.68
100-000-4330.000 Gas	1,792.97	3,281.28	3,887.49	-606.21
100-000-4431.000 Garbage & Trash	1,173.35	1,863.70	2,287.50	-423.80
100-000-4410.000 Maintenance Labor	3,123.61	10,903.81	10,386.24	517.57
100-000-4420.000 Materials	716.78	5,401.94	3,999.99	1,401.95
100-000-4430.000 Contracts Costs	2,972.41	4,102.54	4,562.49	-459.95
100-000-4432.000 Decorating Contract	2,173.49	2,336.81	3,000.00	-663.19
100-000-4435.000 Grounds Contract	314.95	526.31	725.01	-198.70
100-000-4445.000 Elevator Maintenance	0.00	2,895.18	3,070.28	-175.10
100-000-4450.000 Plumbing/Heating	633.00	822.06	1,250.01	-427.95
100-000-4455.000 Snow Removal	0.00	515.52	1,250.01	-734.49
100-000-4456.000 Exterminating	118.00	177.00	249.99	-72.99
100-000-4457.000 Janitor/Cleaning	762.61	1,279.70	2,220.00	-940.30
100-000-4510.000 Insurance	7,164.43	7,803.69	7,576.23	227.46
100-000-4520.000 Property Tax	613.48	2,569.38	2,012.49	556.89
100-000-4540.000 Employee Benefits	2,790.99	8,687.49	8,992.47	-304.98
100-000-4583.000 Interest Exp - Leases	3.02	9.32	8.25	1.07
100-000-4590.000 Other General Expense	0.00	0.00	624.99	-624.99
100-000-4595.000 Lease Amortization Exp	30.84	92.52	93.00	-0.48
Total Expense	37,336.71	87,370.46	96,611.41	-9,240.95
Net Income(-) or Loss	-19,750.98	-52,305.66	-4,734.83	-47,570.83

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**Crosby HRA
Edgewood Operating Stmt - Board
June, 2023**

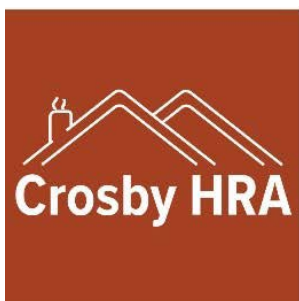
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	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-21,041.00	-61,521.00	-61,761.24	240.24
700-000-3120.000 Excess Utilities	-495.00	-585.00	-487.50	-97.50
700-000-3404.000 Other Government Grant	-9,319.00	-29,769.00	-29,063.76	-705.24
700-000-3490.000 Gain/Loss on Sale of A	0.00	564.71	0.00	564.71
700-000-3610.000 Interest Revenue	-1,669.40	-3,591.31	-174.99	-3,416.32
700-000-3690.000 Other Income	-76.73	-256.78	-375.00	118.22
700-000-3691.000 Other Tenant Revenue	-768.00	-824.00	-1,775.01	951.01
700-000-3695.000 Laundry Revenue	-670.25	-1,924.00	-2,450.01	526.01
Total Income	-34,039.38	-97,906.38	-96,087.51	-1,818.87
Expense				
700-000-4110.000 Administration Salaries	2,391.81	7,985.86	6,900.00	1,085.86
700-000-4130.000 Legal	0.00	0.00	800.01	-800.01
700-000-4140.000 Staff Training	0.00	0.00	125.01	-125.01
700-000-4150.000 Travel	64.84	133.16	212.49	-79.33
700-000-4171.000 Auditing Fees	262.50	262.50	605.00	-342.50
700-000-4190.000 Sundry-Other Admin	40.00	117.50	150.00	-32.50
700-000-4191.000 Management Fees	4,012.50	12,037.50	12,037.50	0.00
700-000-4194.000 Office Supplies	28.80	260.80	437.49	-176.69
700-000-4195.000 Membership Dues	94.80	94.80	100.00	-5.20
700-000-4196.000 Telephone	38.87	86.17	123.75	-37.58
700-000-4198.000 Advertising	0.00	0.00	249.99	-249.99
700-000-4199.000 Postage	0.00	0.00	187.50	-187.50
700-000-4210.000 Tenant Svcs Salaries	662.54	2,236.76	2,137.50	99.26
700-000-4230.000 Tenant Services Other	4.92	13.85	62.49	-48.64
700-000-4310.000 Water	650.00	1,286.40	2,000.01	-713.61
700-000-4315.000 Sewer	1,123.20	2,224.01	3,312.51	-1,088.50
700-000-4320.000 Electricity	3,826.67	9,281.17	10,062.51	-781.34
700-000-4330.000 Gas	1,523.12	3,667.66	4,443.75	-776.09
700-000-4431.000 Garbage & Trash	355.33	697.66	1,245.00	-547.34
700-000-4410.000 Maintenance Labor	3,123.59	10,903.79	10,386.24	517.55
700-000-4420.000 Materials	410.99	8,267.48	3,750.00	4,517.48
700-000-4430.000 Contracts Costs	2,338.09	3,425.49	4,340.01	-914.52
700-000-4432.000 Decorating Contract	0.00	2,886.30	3,249.99	-363.69
700-000-4435.000 Grounds Contract	60.76	332.81	1,125.00	-792.19
700-000-4445.000 Elevator Maintenance	0.00	2,895.18	3,070.28	-175.10
700-000-4450.000 Plumbing/Heating	0.00	0.00	1,749.99	-1,749.99
700-000-4455.000 Snow Removal	0.00	773.28	1,625.01	-851.73
700-000-4456.000 Exterminating	118.00	177.00	249.99	-72.99
700-000-4457.000 Janitor/Cleaning	818.69	1,538.98	2,400.00	-861.02
700-000-4510.000 Insurance	6,156.16	6,795.42	6,567.48	227.94
700-000-4520.000 Property Tax	702.88	2,272.45	2,124.99	147.46
700-000-4540.000 Employee Benefits	2,836.68	8,820.21	9,048.72	-228.51
700-000-4583.000 Interest Exp - Leases	3.03	9.32	8.25	1.07
700-000-4590.000 Other General Expense	1.46	117.01	624.99	-507.98
700-000-4595.000 Lease Amortization Exp	30.83	92.49	93.00	-0.51
Total Expense	31,681.06	89,693.01	95,606.45	-5,913.44
Net Income(-) or Loss	-2,358.32	-8,213.37	-481.06	-7,732.31

Housing and Redevelopment Authority of Crosby
Payment Summary Report
June 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
6/14/2023	298	Brian Bartz	\$140.24
6/14/2023	299	Eric Charpentier	\$20.96
6/14/2023	300	John Schommer	\$108.10
6/14/2023	301	Shannon Fortune	\$83.84
6/15/2023	1677	Harpers Payroll Service	\$1,322.43
6/15/2023	1678	Harpers Payroll Service	\$41.78
6/15/2023	1679	Lincoln Financial Group	\$466.97
6/29/2023	1680	Harpers Payroll Service	\$1,498.36
6/29/2023	1681	Harpers Payroll Service	\$51.98
6/29/2023	1682	Lincoln Financial Group	\$466.97
6/2/2023	1683	Void	\$0.00
6/2/2023	1684	Payroc Payment Systems LLC	\$79.33
6/2/2023	1685	Payroc Payment Systems LLC	\$42.97
6/1/2023	119031	Bremer Bank Credit Card	\$53.38
6/1/2023	119032	Minnesota Energy Resources	\$2,386.24
6/1/2023	119033	T-Mobile	\$51.04
6/13/2023	119034	BDS Laundry Systems	\$28,422.00
6/13/2023	119035	Bremer Bank Credit Card	\$79.00
6/13/2023	119036	City Of Crosby	\$5,520.18
6/13/2023	119037	Cliftonlarsenallen	\$525.00
6/13/2023	119038	Cronin Construction LLP	\$9,982.00
6/13/2023	119039	Crosby Ace Hardware	\$405.58
6/13/2023	119040	Crow Wing County San. Landfill	\$205.00
6/13/2023	119041	Ctc	\$354.55
6/13/2023	119042	Deerwood True Value Hardware	\$27.93
6/13/2023	119043	Granite Pest Control LLC	\$236.00
6/13/2023	119044	Gravelle Plumbing & Heating	\$165.00
6/13/2023	119045	HDS, LLC DBA Kanso Software	\$617.54
6/13/2023	119046	Harpers Time & Attendance	\$13.00
6/13/2023	119047	Hd Supply Facilities Maint	\$438.59
6/13/2023	119048	Healthpartners	\$4,516.12
6/13/2023	119049	Holden Electric Co. Inc.	\$888.85
6/13/2023	119050	Housing Auth Risk Retention Group	\$11,493.00
6/13/2023	119051	Housing Insurance Services Inc.	\$39,232.21
6/13/2023	119052	Integrity Woodwork	\$450.00
6/13/2023	119053	Judy Robinson	\$1,238.50
6/13/2023	119054	Kristin Miller	\$24.89
6/13/2023	119055	MRI Software LLC	\$25.00
6/13/2023	119056	Minnesota Power	\$20.52
6/13/2023	119057	Nahro National	\$189.60
6/13/2023	119058	Neumann Construction	\$7,006.00
6/13/2023	119059	Nisswa Sanitation Inc	\$470.00
6/13/2023	119060	Northland Fire Protection	\$1,736.55
6/13/2023	119061	Paper Storm	\$26.00
6/13/2023	119062	Roto-Rooter	\$468.00
6/13/2023	119063	ShofCorp LLC	\$150.96
6/13/2023	119064	Strike Painting & Finishing	\$400.00
6/13/2023	119065	The Office Shop	\$45.83
6/13/2023	119066	Visa--Unity	\$773.41
6/13/2023	119067	Waste Partners Inc	\$646.66
6/13/2023	119068	West Central Flooring	\$1,773.49
6/13/2023	119069	Xtona	\$335.00
6/29/2023	119070	Cintas	\$201.32
6/29/2023	119071	Dearborn National Life Ins Co	\$18.23
6/29/2023	119072	Minnesota Energy Resources	\$931.31
6/29/2023	119073	Minnesota Power	\$6,417.75
6/29/2023	119074	T-Mobile	\$51.04
		Report Total	\$133,336.20

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To: Crosby HRA Board Members
 From: Shannon Fortune
 Date: Jun-29-2023
 Re: Housing Manager Report

Tenant Activities Update

There were 14 participants in the NAPS food delivery program in June. In the past month, activities were chair yoga/exercises sessions (7), a Humana wellness seminar titled "Boost Your Mood With Fitness" (4); board games for socialization/engagement (3); and a hands-on demonstration of the keyless door system (43). Diana was excited to participate in a puzzle swap with the Aitkin Public Library, which brought in 25 new-to-us puzzles for tenants to work on. Additionally, she worked alongside maintenance to complete the Edgewood unit pre-inspections and oversaw in-unit testing of all Dellwood and Edgewood toilets to identify slow leaks. Minutes from the Tenant Council meeting in June are attached.

Edgewood REAC Inspection

On July-13th a HUD inspector will be onsite to conduct a REAC inspection for Edgewood, which will include common areas and a random sampling of units. In preparation, staff have completed pre-inspections of all Edgewood units. The purpose of a REAC inspection is to ensure that the property is sufficiently maintained to meet HUD's standards.

Admissions & Continued Occupancy Plan (ACOP) Update

As a reminder, the public hearing to adopt the updated Admissions & Continued Occupancy Plan has been scheduled for Aug-8th, which coincides with the August board meeting date. The legal notice appeared in the Crosby-Ironton Courier on 6/28/2023.

Monthly Property Performance Reports for June 2023

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report June 2023

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	61	n/a	n/a	0	100%
Dellwood	39	39	n/a	n/a	0	100%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	120	0	0	0	100%

3. Customer Traffic

Applications Requested	21
Applications Placed on PH Wait List	10
Applications Denied on PH Wait List	3

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	91	8	3	0
2 bdrm	13	25	0	0	0
3 bdrm	6	13	0	0	0
4 bdrm	2	9	0	0	0
TOTAL	120	138	8	3	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	3
Move-Outs	2	3

**Starting 4/1/2023*

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

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	0
Number inspected for the month	61
Number completed year-to-date	61
Total left to be inspected this year	59
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

**Starting 4/1/2023*

9. Lease Enforcements

Lease warnings/violations issued	15
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	23
Received	59
Closed	19
Ending Balance	63
Total Completed Work Orders for Year	98

**Starting 4/1/2023*

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

Tenant Council Meeting - June 5, 2023 at 11:00 a.m.

Members present: Roxy, Robin, Marna, Doris, Jen.

Also present: Sharilyn, Beth, Mark. We welcomed new tenant council members Sharilyn and Mark.

Treasurers Report:

For the month of May

Coffee income: \$148.50

Coffee expenses: \$148.67

Bingo income: \$60.00

Bingo expenses: \$7.34

Youth Group Games with tenants expenses: \$4.76

Potluck income: \$41.00

Bake Sale: \$140.00

Petty Cash for end of May: \$386.15

Checking for end of May: \$925.71

OLD BUSINESS:

Had our first Spring Bake/Craft Sale on May 13th, went very well.

Sold a lot of goodies and crafts. Was mentioned that maybe we could have some baked diabetic goodies for the next bake sale.

Had a potluck on May 20th, good turn out, had 30 people. Maryann Neu had a drawing for 7 of her afghans she wanted to give away. The winners were: Lisa, Theresa, Kay, Roxy, Barb, Betty, and Sharilyn.

Diana did a laundry machine demo on May 11th to show how the new machines worked using a debt card. Was well attended. Machines are nice.

Oak Street Chapel Band came on May 23rd, were approx. 20 people in attendance.

NEW BUSINESS:

Kale Jones will be coming to play June 11th. Will be held in the gazebo as this will be a picnic. They will be providing hotdogs, brats and buns. We ask those that want to bring a side dish to share. Will be held from noon to 2 p.m. with music starting at 1 p.m.

Was also mentioned to make the potlucks have some sort of theme. Will discuss at next meeting.

Diana will be having a speaker come and talk about Scams and Frauds on July 17th, not sure of time yet.

Was also mentioned that there have been some people that do not live here taking food off the pantry shelves. This is strictly for tenants only.

The back door of Dellwood does not shut all the way, so people are coming in that should not.

There are two metal benches that were purchased by a tenant (I believe), that seem to keep moving around the building. Would like to know where they are suppose to be put.

The next tenant council meeting will be Monday, July 3rd.

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To: Crosby HRA Board Members
From: John Schommer, Rehab & Maintenance Director
Date: July 5, 2023
Re: Maintenance Update

Keyless Entry

The contractor is scheduled to start installing tenant locks on Monday July 11th and will finish installing the new entrance phone. We hope to have everything complete by the end of July.

Concrete Replacement

We solicited bids to replace the concrete around both Edgewood and Dellwood as it is spalling and overall is in very poor condition. Part of replacing the concrete will involve adding areas for improved bicycle parking and moving the smoking area to the back side of the buildings. The canopy will be moved to a central location with sidewalks added from each building to get to the new area. Bids were due June 20th, we received three bids and are in the process of qualifying them.

No Action Requested; Discussion Items.

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