



## **Crosby HRA Board Meeting Agenda**

**11:00 a.m. October 10<sup>th</sup>, 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. September 12<sup>th</sup>, 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. 19

**6. UNFINISHED BUSINESS:**

**7. NEW BUSINESS:**

**8. COMMISSIONER COMMENTS:**

**9. NEXT MEETING:** November 14<sup>th</sup>, 2023

**10. ADJOURNMENT**

Marna Paron, Chair & Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary 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, September 12, 2023

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, September 12, 2023, Community Room, 300 3<sup>rd</sup> Ave NE, Crosby MN 56441.

1. **CALL TO ORDER:** Chair Paron called the meeting to order at 11:00 AM.
  
2. **ROLL CALL:** Commissioners Paula Traylor, Maxine Fisher, Renae Marsh, Marna Paron.  
Absent: Buzz Neprud  
Others present: Executive Director Eric Charpentier, Housing Specialist Mallory Demel, & Activities Coordinator Diana Banks. Guests: Reverend Gerald Fisher; Delbert Enos.  
Absent: Maintenance Director John Schommer, Rehab Administrative Specialist Kristin Miller, & Housing Manager Shannon Fortune, Finance Director Karen Young.
  
3. **REVIEW AND APPROVE AGENDA:**  
**Moved by Commissioner Fisher and seconded by Commissioner Marsh to approve the agenda as presented for Tuesday, September 12, 2023. All commissioners were in favor, and none were opposed. The agenda is approved as presented.**
  
4. **REVIEW AND APPROVE MINUTES:**  
**Moved by Commissioner Traylor and seconded by Commissioner Fisher to approve the meeting minutes from Tuesday, August 8, 2023. All commissioners were in favor, and none were opposed. The minutes were approved.**
  
5. **ANNUAL MEETING:**

**CALL TO ORDER:** Commissioner Paron called the Annual Meeting of the Commissioners of the Housing and Redevelopment Authority to order at **11:04 a.m.**

**a. Review of Bylaws (Marna read all out loud)**

According to the bylaws, the Crosby HRA is required to hold its annual meeting as part of the regular meeting in September each year. Typically, at annual meetings, all new members are given the Oath of Office, the Board elects officers, and the bylaws are reviewed.

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: 2027

Paula Traylor, Commissioner Term Expires: 2026

Marna Paron, Resident Commissioner/Vice President Term Expires: 2026

Rena Marsh, Secretary/Treasurer Term Expires: 2025

Maxine Fisher, Commissioner Expires: 2024

- *All terms expire August 31st*

**SLATE VOTE TAKEN!**

**Marsh and Fisher nominated Paron for Chair.**

**Traylor and Marsh nominated Fisher for Vice Chair.**

**Paron and Traylor nominated Marsh for Sec/Treas.**

**Commissioner / made a motion to approve the election of officers as Commissioner Paron elected HRA Chair, Commissioner Fisher elected to Vice Chair and, Commissioner Marsh was elected secretary/treasurer.**

**Commissioner / second the motion. Through a roll call vote, all commissioners were in favor, and none were opposed. The motion passed.**

**Annual meeting was closed at 11:16am.**

**6. BILLS AND COMMUNICATIONS:**

**a. Financial Report and Approval Request:**

*August 2023 financial report was presented by Karen Young.*

Keyless Entry Project

In August we processed a check in the amount of \$158,155 to Safeguard Security for the keyless entry project for both Public Housing and Edgewood. We are in the final stages of closing out this project.

**Moved by Commissioner Marsh and seconded by Commissioner Traylor to approve August checks numbered 119104 through 119138 and August ACH payments numbered 1697 through 1704 and 309 through 313. All commissioners were in favor, and none were opposed. The motion was approved.**

**b. Housing Manager Report:**

*Presented by Mallory Demel.*

Tenant Activities Update

There were 14 participants in the NAPS food delivery program in August. In the past month, activities were chair yoga/exercises sessions (11), a Humana wellness seminar titled "Train Your Brain" (3); volunteers from "Community Table" delivered a total of over 200 meals in August. Diana is well into planning an upcoming Resource & Wellness Fair on October 18, 2023. Minutes from the Tenant Council meeting in August are attached. There will be no minutes for September as there is no Tenant Council meeting scheduled for that month.

Resident Advisory Board (RAB)

We have received 3 applications. Applications were due by the end of August. We will be doing 1 more flyer/recruitment drive in an attempt to get more applications from interested tenants.

Monthly Property Performance Reports for August 2023

These documents were presented by Mallory Demel.

**c. Maintenance Director Report:**

*Presented by John Schommer.*

Keyless Entry

The contractor has completed the punchlist items and we are working on the last of the paperwork and we will be complete.

Concrete Replacement

Lindula Concrete has been making great progress and already working on the last phase. We got started a little later than originally planned but we are still on target for completion by October 1st, 2023.

**Discussion: Fisher asked about "airflow and circulation" in the hallways and apartments in EW, stated 2 & 3 floors have no circulation, and no circ in the bedrooms either – asked for an investigation to determine what can be done. Eric stated he'd follow up with John.**

**Paron asked about the 2 & 3 floors in EW and when they would be worked on. Eric said he'd check with John and have an update in October.**

**Traylor asked about “door propped open” (no context given about it though). Mallory stated that people should be alerting her when they discover propped open doors rather than just closing them. She said info about date/time the door was found would help her be able to check the security cameras.**

**7. UNFINISHED BUSINESS:** None at this time. **None.**

**8. CHAIR COMMENTS:** **None.**

Marna Paron –

Renae Marsh –

Maxine Fisher –

Paula Traylor -

Buzz Neprud –

**9. NEXT MEETING:** Tuesday, October 10<sup>th</sup>, 2023

**10. ADJOURNMENT:**

**Commissioner Traylor made a motion to adjourn the meeting. Commissioner Fisher 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 11:35 AM/PM.**



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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: October 2, 2023  
Re: October Financial Report

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Please find attached the financial information for September 2023.

**Banking Request for Proposals (RFP)**

We plan to issue a Request for Proposals (RFP) for banking services this fall. Crosby's current bank is Unity Bank and Brainerd's current bank is Bremer Bank. Staff recommends that we issue one RFP including both agencies – to leverage our resources and generate the most favorable terms for our banking services. We will establish an evaluation committee and all proposals will be evaluated and scored based on criteria defined in the RFP. This ensures that banking services will be awarded to the proposal that scores the highest based on the services/products provided. The board could appoint a board member to the evaluation committee, which the Brainerd HRA board did at their September meeting.

**Concrete Project**

In September we processed a check in the amount of \$67,500.35 to Lindula Concrete, Masonry & Landscape for the first payment towards the concrete project for both Dellwood and Edgewood. The total contract is in the amount of \$104,860.85.

**Action Requested:**

**Approval of September checks numbered 119139 through 119172 and September ACH payments numbered 1705 through 1712 and 314 through 320.**

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## Crosby Housing & Redevelopment Authority 2024 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept
Quick Ratio	12	QR <1 =0-, QR >2 =12	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
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total Points</b>	<b>25</b>		<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1%=5, TAR >2.5% =0	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
<b>Total Points</b>	<b>25</b>		<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>

<b>Total of Above Ratios</b>	<b>50</b>		<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>
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MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	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
<b>Total Points</b>	<b>10</b>	<b>Capital Fund Troubled</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>

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Date: 10/4/2023

Time: 3:07:06 PM

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

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Income</b>				
100-000-3110.000 Dwelling Rental	-20,904.00	-125,712.00	-114,784.98	-10,927.02
100-000-3120.000 Excess Utilities	-36.59	-1,116.59	-325.02	-791.57
100-000-3401.000 Operating Subsidy	-36,753.50	-112,394.00	-74,157.48	-38,236.52
100-000-3402.000 Capital Fund Revenue	-65,137.00	-86,902.00	-4,999.98	-81,902.02
100-000-3490.000 Gain/Loss on Sale of A	0.00	21.88	0.00	21.88
100-000-3610.000 Interest Revenue	-64.91	-395.17	0.00	-395.17
100-000-3690.000 Other Income	-46.90	-457.67	-799.98	342.31
100-000-3691.000 Other Tenant Revenue	-95.00	-5,193.67	-5,875.02	681.35
100-000-3695.000 Laundry Revenue	-334.25	-2,069.50	-1,750.02	-319.48
<b>Total Income</b>	<b>-123,372.15</b>	<b>-334,218.72</b>	<b>-202,692.48</b>	<b>-131,526.24</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	2,166.78	13,998.62	13,800.00	198.62
100-000-4130.000 Legal	0.00	0.00	2,449.98	-2,449.98
100-000-4140.000 Staff Training	52.02	174.56	199.98	-25.42
100-000-4150.000 Travel	82.92	385.40	362.52	22.88
100-000-4171.000 Auditing Fees	551.25	5,040.00	5,355.00	-315.00
100-000-4190.000 Sundry-Other Admin	42.50	245.00	287.52	-42.52
100-000-4191.000 Management Fees	4,012.50	24,075.00	24,075.00	0.00
100-000-4194.000 Office Supplies	18.27	628.73	900.00	-271.27
100-000-4195.000 Membership Dues	0.00	94.80	100.00	-5.20
100-000-4196.000 Telephone	43.27	216.80	247.50	-30.70
100-000-4198.000 Advertising	0.00	14.78	499.98	-485.20
100-000-4199.000 Postage	-3.53	-3.53	281.25	-284.78
100-000-4210.000 Tenant Svcs Salaries	438.28	2,819.72	2,850.00	-30.28
100-000-4230.000 Tenant Services Other	4.69	28.12	649.98	-621.86
100-000-4310.000 Water	1,225.20	6,785.40	7,774.98	-989.58
100-000-4315.000 Sewer	2,034.43	10,541.04	11,674.98	-1,133.94
100-000-4320.000 Electricity	2,602.73	14,913.80	13,172.52	1,741.28
100-000-4330.000 Gas	502.24	4,070.68	7,774.98	-3,704.30
100-000-4431.000 Garbage & Trash	773.25	4,650.86	4,575.00	75.86
100-000-4410.000 Maintenance Labor	3,315.60	20,240.93	20,772.48	-531.55
100-000-4420.000 Materials	1,163.30	7,154.57	7,999.98	-845.41
100-000-4430.000 Contracts Costs	2,409.23	11,174.23	9,124.98	2,049.25
100-000-4432.000 Decorating Contract	0.00	2,736.81	6,000.00	-3,263.19
100-000-4435.000 Grounds Contract	161.88	1,451.72	1,450.02	1.70
100-000-4445.000 Elevator Maintenance	0.00	6,787.22	3,325.70	3,461.52
100-000-4450.000 Plumbing/Heating	0.00	1,013.18	2,500.02	-1,486.84
100-000-4455.000 Snow Removal	0.00	515.52	2,500.02	-1,984.50
100-000-4456.000 Exterminating	59.00	295.00	499.98	-204.98
100-000-4457.000 Janitor/Cleaning	910.37	2,900.45	4,440.00	-1,539.55
100-000-4510.000 Insurance	2,607.75	15,613.90	15,152.46	461.44
100-000-4520.000 Property Tax	690.14	4,618.35	4,024.98	593.37
100-000-4540.000 Employee Benefits	2,992.16	17,389.83	17,984.94	-595.11
100-000-4583.000 Interest Exp - Leases	2.78	17.90	16.50	1.40
100-000-4590.000 Other General Expense	0.00	5,444.49	1,249.98	4,194.51
100-000-4595.000 Lease Amortization Exp	30.84	185.04	186.00	-0.96
<b>Total Expense</b>	<b>28,889.85</b>	<b>186,218.92</b>	<b>194,259.21</b>	<b>-8,040.29</b>
<b>Net Income(-) or Loss</b>	<b>-94,482.30</b>	<b>-147,999.80</b>	<b>-8,433.27</b>	<b>-139,566.53</b>

Date: 10/4/2023

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

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Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
<b>Income</b>				
700-000-3110.000 Dwelling Rental	-20,711.00	-122,916.00	-123,522.48	606.48
700-000-3120.000 Excess Utilities	-40.00	-1,575.00	-975.00	-600.00
700-000-3404.000 Other Government Grant	-9,424.00	-60,792.00	-58,127.52	-2,664.48
700-000-3490.000 Gain/Loss on Sale of A	0.00	564.71	0.00	564.71
700-000-3610.000 Interest Revenue	-5,567.18	-14,840.96	-349.98	-14,490.98
700-000-3690.000 Other Income	-70.36	-499.00	-750.00	251.00
700-000-3691.000 Other Tenant Revenue	-154.50	-2,829.50	-3,550.02	720.52
700-000-3695.000 Laundry Revenue	-668.50	-4,067.75	-4,900.02	832.27
<b>Total Income</b>	<b>-36,635.54</b>	<b>-206,955.50</b>	<b>-192,175.02</b>	<b>-14,780.48</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	2,166.82	13,998.82	13,800.00	198.82
700-000-4130.000 Legal	0.00	0.00	1,600.02	-1,600.02
700-000-4140.000 Staff Training	56.32	178.86	250.02	-71.16
700-000-4150.000 Travel	66.23	370.49	424.98	-54.49
700-000-4171.000 Auditing Fees	551.25	5,040.00	5,355.00	-315.00
700-000-4190.000 Sundry-Other Admin	42.50	250.00	300.00	-50.00
700-000-4191.000 Management Fees	4,012.50	24,075.00	24,075.00	0.00
700-000-4194.000 Office Supplies	18.27	659.00	874.98	-215.98
700-000-4195.000 Membership Dues	0.00	94.80	100.00	-5.20
700-000-4196.000 Telephone	43.28	216.85	247.50	-30.65
700-000-4198.000 Advertising	0.00	0.00	499.98	-499.98
700-000-4199.000 Postage	0.00	0.00	281.25	-281.25
700-000-4210.000 Tenant Svcs Salaries	657.40	4,229.52	4,275.00	-45.48
700-000-4230.000 Tenant Services Other	4.69	28.13	124.98	-96.85
700-000-4310.000 Water	709.20	3,278.12	4,000.02	-721.90
700-000-4315.000 Sewer	1,286.21	5,711.84	6,625.02	-913.18
700-000-4320.000 Electricity	3,991.15	21,398.36	20,125.02	1,273.34
700-000-4330.000 Gas	592.02	4,516.29	8,887.50	-4,371.21
700-000-4431.000 Garbage & Trash	351.33	1,818.27	2,490.00	-671.73
700-000-4410.000 Maintenance Labor	3,315.60	20,240.93	20,772.48	-531.55
700-000-4420.000 Materials	1,398.34	11,645.81	7,500.00	4,145.81
700-000-4430.000 Contracts Costs	1,691.27	7,652.35	8,680.02	-1,027.67
700-000-4432.000 Decorating Contract	2,354.19	6,590.49	6,499.98	90.51
700-000-4435.000 Grounds Contract	47.99	1,287.02	2,250.00	-962.98
700-000-4445.000 Elevator Maintenance	0.00	6,061.16	3,325.70	2,735.46
700-000-4450.000 Plumbing/Heating	0.00	0.00	3,499.98	-3,499.98
700-000-4455.000 Snow Removal	0.00	773.28	3,250.02	-2,476.74
700-000-4456.000 Exterminating	59.00	944.00	499.98	444.02
700-000-4457.000 Janitor/Cleaning	1,260.58	3,831.94	4,800.00	-968.06
700-000-4510.000 Insurance	2,271.66	13,597.36	13,134.96	462.40
700-000-4520.000 Property Tax	691.05	4,413.40	4,249.98	163.42
700-000-4540.000 Employee Benefits	3,009.00	17,596.58	18,097.44	-500.86
700-000-4583.000 Interest Exp - Leases	2.77	17.89	16.50	1.39
700-000-4590.000 Other General Expense	0.00	117.01	1,249.98	-1,132.97
700-000-4595.000 Lease Amortization Exp	30.83	184.98	186.00	-1.02
<b>Total Expense</b>	<b>30,681.45</b>	<b>180,818.55</b>	<b>192,349.29</b>	<b>-11,530.74</b>
<b>Net Income(-) or Loss</b>	<b>-5,954.09</b>	<b>-26,136.95</b>	<b>174.27</b>	<b>-26,311.22</b>

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**September 2023**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/13/2023	314	Brian Bartz	\$51.11
9/13/2023	315	Diana Banks	\$42.97
9/13/2023	316	Jessica Mulroy	\$22.27
9/13/2023	317	John Schommer	\$108.10
9/13/2023	318	Mallory Demel	\$173.58
9/13/2023	319	Shannon Fortune	\$83.84
9/13/2023	320	Taylor Crocker	\$188.64
9/7/2023	1705	Harpers Payroll Service	\$1,394.85
9/7/2023	1706	Harpers Payroll Service	\$41.78
9/7/2023	1707	Lincoln Financial Group	\$787.13
9/5/2023	1708	Payroc Payment Systems LLC	\$62.95
9/5/2023	1709	Payroc Payment Systems LLC	\$107.11
9/15/2023	1710	Harpers Payroll Service	\$1,376.72
9/21/2023	1711	Harpers Payroll Service	\$50.10
9/21/2023	1712	Lincoln Financial Group	\$759.29
9/7/2023	119139	Minnesota Energy Resources	\$416.05
9/7/2023	119140	T-Mobile	\$51.04
9/12/2023	119141	Brainerd Glass Comp.	\$138.04
9/12/2023	119142	Bremer Bank Credit Card	\$424.00
9/12/2023	119143	Cintas	\$169.32
9/12/2023	119144	City Of Crosby	\$5,674.06
9/12/2023	119145	Cliftonlarsonallen	\$1,102.50
9/12/2023	119146	Crescent Electric Supply Company	\$175.78
9/12/2023	119147	Crosby Ace Hardware	\$156.82
9/12/2023	119148	Crow Wing County San. Landfill	\$60.00
9/12/2023	119149	Deerwood True Value Hardware	\$27.93
9/12/2023	119150	Granite Pest Control LLC	\$118.00
9/12/2023	119151	Hagman Inc.	\$1,785.00
9/12/2023	119152	Handyman's Inc.	\$532.22
9/12/2023	119153	Harpers Time & Attendance	\$13.00
9/12/2023	119154	Hd Supply Facilities Maint	\$902.21
9/12/2023	119155	Healthpartners	\$4,516.12
9/12/2023	119156	Integrity Woodwork	\$1,481.00
9/12/2023	119157	Kristin Miller	\$21.62
9/12/2023	119158	League of MN Cities Insurance Trust	\$13.04
9/12/2023	119159	MRI Software LLC	\$25.00
9/12/2023	119160	Minnesota Power	\$55.00
9/12/2023	119161	Minnesota Power	\$79.32
9/12/2023	119162	Uline	\$401.07
9/12/2023	119163	Visa--Unity	\$1,124.56
9/12/2023	119164	Waste Partners Inc	\$690.56
9/12/2023	119165	West Central Flooring	\$2,354.19
9/12/2023	119166	Xtona	\$335.00
9/21/2023	119167	Ctc	\$372.58
9/21/2023	119168	Internation Eprocurement	\$500.00
9/21/2023	119169	Tenant Refund	\$416.00
9/21/2023	119170	Lindula Concrete Masonry & Lanscape LLC	\$67,500.35
9/21/2023	119171	Minnesota Power	\$6,593.88
9/28/2023	119172	Minnesota Energy Resources	\$678.21
		<b>Report Total</b>	<b>\$104,153.91</b>

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To: Crosby HRA Board Members  
From: Shannon Fortune  
Date: Oct-10-2023  
Re: Housing Manager Report

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**Tenant Activities Update**

There were 13 participants in the NAPS food delivery program in September. In the past month, activities were chair yoga/exercises sessions (5), a Humana wellness seminar titled "Rate Your Plates" (3); volunteers from "Community Table" delivered a total of over 200 meals in September. Diana is well into planning an upcoming Resource & Wellness Fair on October 18, 2023, with 15 local providers/vendors registered to attend and provide information to our tenants. Three (3) tenants attended a planning session on 9/27 for a new activity that will assist the tenant council with their upcoming November annual craft/bake sale. There are no minutes from the Tenant Council for September as there was no meeting.

**Monthly Property Performance Reports for September 2023**

Please see Attachment.

**No Action Requested; Discussion Items**

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## Crosby Housing and Redevelopment Authority

Monthly Property Performance Report  
September 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%
<b>TOTAL</b>	<b>120</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100%</b>

3. Customer Traffic

Applications Requested	9
Applications Placed on Wait List	19
Applications Denied on Wait List	0

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	122	0	0	0
2 bdrm	13	29	0	0	0
3 bdrm	6	15	0	0	0
4 bdrm	2	11	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>177</b>	<b>0</b>	<b>0</b>	<b>0</b>

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	0	7
Move-Outs	1	7

\*Starting 4/1/2023

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
N/A			

7. Recertifications

Interim Recertifications	4
Annual Recertifications	9
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	0
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	2
30-day lease terminations	5

10. Evictions

Resident	Reason	Summons Date	Judgment Action
DW#207	Crim./Prog Non-Compliance	10/11/23	TBD

11. Non-Emergency Work Orders

Beginning Balance	21
Received	24
Closed	33
Ending Balance	12
Total Completed Work Orders for Year	229

*\*Starting 4/1/2023*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	3
Completed within 24 hours	0	3
Percent completed within 24 hours	n/a	100%

*\*Starting 4/1/2023*



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

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**Concrete Replacement**

The concrete project is substantially complete with just punch list items left to complete, those items need to be complete by Monday, October 16<sup>th</sup>. We did hear from tenants that the table under the canopy is too high so maintenance staff will be lowering it soon.

**Carpet Cleaning**

Our cleaning contractor, Hagman Cleaning, will be cleaning the carpets in Dellwood and Edgewood beginning next Monday, October 9<sup>th</sup> and anticipates being complete within a couple of days. We will take time in the next couple of months to get pricing to replace the carpeting in the hallway on 2<sup>nd</sup> and 3<sup>rd</sup> floor in Edgewood with provisions to repair the gypcrete as needed.

**No Action Requested; Discussion Items.**

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