

Crosby HRA Board Meeting

11:00 a.m. Tuesday August 13th, 2024

Community Room, 300 Third Avenue NE, Crosby MN 56441

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. OPEN FORUM

4. REVIEW AND APPROVE AGENDA

5. REVIEW AND APPROVE MINUTES (*Attachment 1*)

6. BILLS & COMMUNICATIONS

- a. Financial Report (*Attachment 2*)
- b. Housing Manager Report (*Attachment 3*)
- c. Maintenance Director Report (*Attachment 4*)

7. UNFINISHED BUSINESS:

8. NEW BUSINESS:

- a. Addition of Jennifer Robinson to Unity Bank Account (*Attachment 5*)

9. COMMISSIONER COMMENTS:

10. NEXT MEETING: September 9th, 2024

11. ADJOURNMENT

Jennifer Robinson, Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

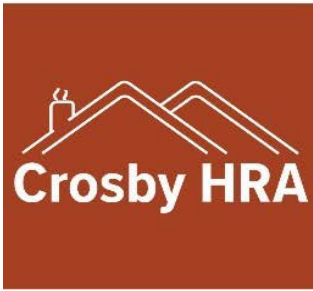
Buzz Neprud, Commissioner Term Expires: 2027

Maxine Fisher, Chair Term Expires: 2024

Paula Traylor, Vice Chair Term Expires: 2026

**All terms expire August 31st*

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Crosby HRA BOARD MEETING MINUTES Tuesday, July 16, 2024

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, July 16, 2024, Community Room, 300 3rd Ave NE, Crosby MN 56441.

1. **CALL TO ORDER:** Chair Fisher called the meeting to order at 11:01 AM
2. **ROLL CALL:** Commissioners Paula Traylor, Renae Marsh, & Maxine Fisher.
3. Absent: Buzz Neprud.
Others Present: Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, Maintenance Director John Schommer, & Rehab Administrative Specialist Kristin Miller.
Others Absent: Executive Director Eric Charpentier.
Guests: Lynne Paulson.
4. **OATH OF OFFICE:**
At the June 10th, 2024, City Council meeting, the Crosby City Council approved the appointment of Jennifer Robinson as the Resident Commissioner of the Crosby HRA Board for a term expiring August 31st, 2026. This appointment will fill out the current term of Resident Commissioner Paron on the board as she resigned in March of 2024. Jennifer took the oath of office during the board meeting.
5. **OPEN FORUM:** No comments
6. **REVIEW AND APPROVE AGENDA:**

Moved by Commissioner Traylor and seconded by Commissioner Marsh to approve the agenda as presented for Tuesday, July 16, 2024. All commissioners were in favor, and none were opposed. The agenda is approved.

7. REVIEW AND APPROVE MINUTES:

- a. June 11th, 2024, Minutes were presented in the packet for review.

Moved by Commissioner Traylor and seconded by Commissioner Marsh to approve the presented meeting minutes from Tuesday, June 11, 2024. All commissioners were in favor, and none were opposed. The amended minutes were approved.

8. BILLS AND COMMUNICATIONS:

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

June 2024 financial report was presented by Shannon Fortune.

Moved by Commissioner Traylor and seconded by Commissioner Marsh to approve June checks numbered 119447 through 119483 and June ACH payments numbered 1786 through 1796 and 359 through 362. All commissioners were in favor, and none were opposed. The motion was approved.

- b. **Housing Manager Report:**

June 2024 Housing Manager & Activities report was presented by Shannon Fortune.

- c. **Maintenance Director Report:**

June 2024 maintenance report was presented by John Schommer.

9. UNFINISHED BUSINESS:

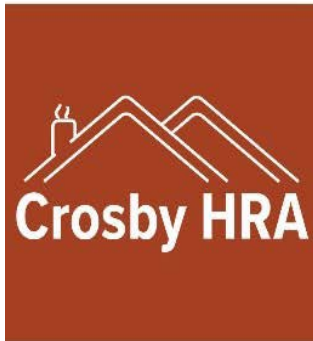
10. NEW BUSINESS:

11. COMMISSIONER COMMENTS: None

12. NEXT MEETING: Tuesday, August 13, 2024

13. ADJOURNMENT:

Commissioner Traylor made a motion to adjourn the meeting. Commissioner Marsh 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 11:41 AM.



To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: August 7, 2024
Re: August Financial Report

Please find attached the financial information for July 2024.

Financial Statements

The financial statements in the board packet were produced out of our new PHA-Web Software and have a different appearance from those previously provided.

2024 Audit Presentation

Mary Reedy from CliftonLarsonAllen (CLA) will present the audited financial statements to the board at the September meeting.

Action Requested: Motion for approval of payments as presented.

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Crosby Housing & Redevelopment Authority

2024 Ratios

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

MASS Ratios	Max Pts	Scoring	Apr	May	June	July
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	12.00
Tenant Accounts Receivable	5	TAR <1%=5 , TAR >2.5% =0	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
Total Points	25		20.00	20.00	20.00	16.00
Total of Above Ratios	50		45	45	45	41

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

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Crosby HRA
Operating Statement
Four Months Ending 07/31/2024
Program: C- 100 - Public Housing Project: 001 - Dellwood & Family Units

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3110.000 Dwelling Rental	21,334.00	21,208.33	125.67	85,496.00	84,833.33	662.67	254,500.00	(169,004.00)
3120.000 Excess Utilities	235.00	75.00	160.00	455.00	300.00	155.00	900.00	(445.00)
3401.000 Operating Subsidy	14,867.60	12,545.42	2,322.18	52,952.80	50,181.67	2,771.13	150,545.00	(97,592.20)
3402.000 Capital Fund Revenue	0.00	833.33	(833.33)	0.00	3,333.33	(3,333.33)	10,000.00	(10,000.00)
3402.022 CFP 2022	0.00	0.00	0.00	14,853.15	0.00	14,853.15	0.00	14,853.15
3610.000 Interest Revenue	92.54	62.50	30.04	273.33	250.00	23.33	750.00	(476.67)
3690.000 Other Income	204.81	208.33	(3.52)	361.67	833.33	(471.66)	2,500.00	(2,138.33)
3691.000 Other Tenant Revenue	602.00	1,000.00	(398.00)	5,702.20	4,000.00	1,702.20	12,000.00	(6,297.80)
3695.000 Laundry Revenue	356.00	358.33	(2.33)	1,349.75	1,433.33	(83.58)	4,300.00	(2,950.25)
TOTAL INCOME	37,691.95	36,291.24	1,400.71	161,443.90	145,164.99	16,278.91	435,495.00	(274,051.10)
EXPENSES								
4110.000 Administration Salaries	2,267.60	2,466.25	198.65	10,003.78	9,865.00	(138.78)	29,595.00	19,591.22
4130.000 Legal	1,099.00	395.83	(703.17)	1,149.00	1,583.33	434.33	4,750.00	3,601.00
4140.000 Staff Training	53.60	33.33	(20.27)	128.60	133.33	4.73	400.00	271.40
4150.000 Travel	35.84	60.42	24.58	119.80	241.67	121.87	725.00	605.20
4171.000 Auditing Fees	0.00	540.83	540.83	1,505.17	2,163.33	658.16	6,490.00	4,984.83
4190.000 Other Admin Expenses	0.00	47.92	47.92	60.00	191.67	131.67	575.00	515.00
4191.000 Management Fees	4,413.75	4,413.75	0.00	17,655.00	17,655.00	0.00	52,965.00	35,310.00
4194.000 Office Supplies	0.00	150.00	150.00	296.83	600.00	303.17	1,800.00	1,503.17
4195.000 Membership Dues	96.00	29.17	(66.83)	96.00	116.67	20.67	350.00	254.00
4196.000 Telephone	44.77	41.25	(3.52)	176.18	165.00	(11.18)	495.00	318.82
4198.000 Advertising	0.00	83.33	83.33	0.00	333.33	333.33	1,000.00	1,000.00
4199.000 Postage	0.00	16.67	16.67	0.00	66.67	66.67	200.00	200.00
4210.000 Tenant Svcs Salaries	551.99	498.75	(53.24)	2,187.51	1,995.00	(192.51)	5,985.00	3,797.49
4230.000 Tenant Services - Other	4.69	108.33	103.64	19.41	433.33	413.92	1,300.00	1,280.59
4310.000 Water	1,119.40	1,241.67	122.27	3,238.20	4,966.67	1,728.47	14,900.00	11,661.80
4315.000 Sewer	1,495.19	1,900.00	404.81	4,987.05	7,600.00	2,612.95	22,800.00	17,812.95
4320.000 Electricity	0.00	2,187.50	2,187.50	3,906.83	8,750.00	4,843.17	26,250.00	22,343.17
4330.000 Gas	(3.00)	1,250.00	1,253.00	1,480.16	5,000.00	3,519.84	15,000.00	13,519.84
4410.000 Maintenance Labor	3,696.79	3,988.33	291.54	12,997.11	15,953.33	2,956.22	47,860.00	34,862.89
4420.000 Materials	2,016.68	1,375.00	(641.68)	4,072.44	5,500.00	1,427.56	16,500.00	12,427.56
4430.000 Contracts Costs	4,069.86	1,950.00	(2,119.86)	8,205.09	7,800.00	(405.09)	23,400.00	15,194.91
4431.000 Garbage and Trash	692.40	804.17	111.77	4,435.65	3,216.67	(1,218.98)	9,650.00	5,214.35
4432.000 Decorating Contract	2,665.59	1,166.67	(1,498.92)	4,448.03	4,666.67	218.64	14,000.00	9,551.97
4435.000 Grounds Contract	90.00	350.00	260.00	1,595.10	1,400.00	(195.10)	4,200.00	2,604.90
4445.000 Elevator Maintenance	0.00	541.67	541.67	2,652.00	2,166.67	(485.33)	6,500.00	3,848.00
4450.000 Plumbing/Heating	364.84	500.00	135.16	1,711.84	2,000.00	288.16	6,000.00	4,288.16
4455.000 Snow Removal	0.00	416.67	416.67	0.00	1,666.67	1,666.67	5,000.00	5,000.00
4456.000 Exterminating	63.00	83.33	20.33	722.00	333.33	(388.67)	1,000.00	278.00
4457.000 Janitor/Cleaning	1,190.89	1,060.00	(130.89)	3,749.01	4,240.00	490.99	12,720.00	8,970.99
4510.001 Property Insurance	2,014.34	1,878.75	(135.59)	8,057.36	7,515.00	(542.36)	22,545.00	14,487.64
4510.002 Liability Insurance	373.58	352.50	(21.08)	1,494.32	1,410.00	(84.32)	4,230.00	2,735.68
4510.004 Worker's Comp Insurance	267.83	275.00	7.17	1,071.32	1,100.00	28.68	3,300.00	2,228.68
4510.005 Other Insurance (Auto/D&O)	160.75	158.33	(2.42)	643.00	633.33	(9.67)	1,900.00	1,257.00

	Period	Period	Period	YTD	YTD	YTD	Annual	Remaining
	Amount	Budget	Variance	Amount	Budget	Variance	Budget	Budget
4520.000 Property Tax	937.45	878.75	(58.70)	3,625.25	3,515.00	(110.25)	10,545.00	6,919.75
4540.100 FICA - Adm	156.35	188.75	32.40	696.78	755.00	58.22	2,265.00	1,568.22
4540.101 FICA - Maint	279.68	305.42	25.74	988.06	1,221.67	233.61	3,665.00	2,676.94
4540.102 FICA - Ten Svcs	42.25	38.33	(3.92)	167.43	153.33	(14.10)	460.00	292.57
4540.200 Pension - Adm	180.00	195.42	15.42	805.71	781.67	(24.04)	2,345.00	1,539.29
4540.201 Pension - Maint	179.92	340.00	160.08	804.84	1,360.00	555.16	4,080.00	3,275.16
4540.300 ER Health - Adm	905.32	905.00	(0.32)	3,620.82	3,620.00	(0.82)	10,860.00	7,239.18
4540.301 ER Health - Maint	679.83	1,366.67	686.84	2,717.48	5,466.67	2,749.19	16,400.00	13,682.52
4570.000 Collection Losses - Tenants	0.00	833.33	833.33	0.00	3,333.33	3,333.33	10,000.00	10,000.00
4583.001 Lease Interest Expense - CTC	1.94	2.08	0.14	8.26	8.33	0.07	25.00	16.74
4590.000 Other General Expense	0.00	583.33	583.33	0.00	2,333.33	2,333.33	7,000.00	7,000.00
4595.001 Lease Amort Exp - CTC	30.84	31.25	0.41	123.36	125.00	1.64	375.00	251.64
TOTAL EXPENSES	32,238.96	36,033.75	3,794.79	116,421.78	144,135.00	27,713.22	432,405.00	315,983.22
SURPLUS	5,452.99	257.49	5,195.50	45,022.12	1,029.99	43,992.13	3,090.00	41,932.12

Crosby HRA
Operating Statement
Four Months Ending 07/31/2024
Program: C- 700 - Section 8 New Construction Project: Edgewood

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
REVENUE								
3110.000 Dwelling Rental	19,393.00	21,765.83	(2,372.83)	79,312.00	87,063.33	(7,751.33)	261,190.00	(181,878.00)
3120.000 Excess Utilities	465.00	156.25	308.75	990.00	625.00	365.00	1,875.00	(885.00)
3404.000 HAP Subsidy	11,289.00	10,720.83	568.17	48,770.00	42,883.33	5,886.67	128,650.00	(79,880.00)
3610.000 Interest Revenue	3,249.24	2,500.00	749.24	14,076.04	10,000.00	4,076.04	30,000.00	(15,923.96)
3690.000 Other Income	44.70	208.33	(163.63)	243.59	833.33	(589.74)	2,500.00	(2,256.41)
3691.000 Other Tenant Revenue	982.00	383.33	598.67	4,283.16	1,533.33	2,749.83	4,600.00	(316.84)
3695.000 Laundry Revenue	984.00	775.00	209.00	3,318.75	3,100.00	218.75	9,300.00	(5,981.25)
TOTAL REVENUE	36,406.94	36,509.57	(102.63)	150,993.54	146,038.32	4,955.22	438,115.00	(287,121.46)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,267.61	2,466.25	198.64	10,003.85	9,865.00	(138.85)	29,595.00	19,591.15
4130.000 Legal	0.00	291.67	291.67	979.50	1,166.67	187.17	3,500.00	2,520.50
4140.000 Staff Training	53.60	41.67	(11.93)	128.60	166.67	38.07	500.00	371.40
4150.000 Travel	32.50	70.83	38.33	120.73	283.33	162.60	850.00	729.27
4171.000 Auditing Fees	0.00	540.83	540.83	1,505.18	2,163.33	658.15	6,490.00	4,984.82
4190.000 Other Admin	0.00	50.00	50.00	85.00	200.00	115.00	600.00	515.00
4191.000 Management Fees	4,413.75	4,413.75	0.00	17,655.00	17,655.00	0.00	52,965.00	35,310.00
4194.000 Office Supplies	0.00	145.83	145.83	296.83	583.33	286.50	1,750.00	1,453.17
4195.000 Membership Dues	96.00	16.67	(79.33)	96.00	66.67	(29.33)	200.00	104.00
4196.000 Telephone	44.79	41.25	(3.54)	176.25	165.00	(11.25)	495.00	318.75
4198.000 Advertising	0.00	83.33	83.33	0.00	333.33	333.33	1,000.00	1,000.00
4199.000 Postage	0.00	31.25	31.25	0.00	125.00	125.00	375.00	375.00
TOTAL ADMINISTRATION	6,908.25	8,193.33	1,285.08	31,046.94	32,773.33	1,726.39	98,320.00	67,273.06
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	827.98	748.33	(79.65)	3,281.29	2,993.33	(287.96)	8,980.00	5,698.71
4230.000 Tenant Svcs Other	4.69	20.83	16.14	19.39	83.33	63.94	250.00	230.61
TOTAL TENANT SERVICES	832.67	769.16	(63.51)	3,300.68	3,076.66	(224.02)	9,230.00	5,929.32
UTILITIES								
4310.000 Water	935.72	733.33	(202.39)	4,301.32	2,933.33	(1,367.99)	8,800.00	4,498.68
4315.000 Sewer	1,663.44	1,258.33	(405.11)	7,623.99	5,033.33	(2,590.66)	15,100.00	7,476.01
4320.000 Electricity	(1,198.49)	3,166.67	4,365.16	4,171.65	12,666.67	8,495.02	38,000.00	33,828.35
4330.000 Gas	0.00	1,375.00	1,375.00	2,008.94	5,500.00	3,491.06	16,500.00	14,491.06
TOTAL UTILITIES	1,400.67	6,533.33	5,132.66	18,105.90	26,133.33	8,027.43	78,400.00	60,294.10
MAINTENANCE								
4410.000 Maintenance Labor	3,696.82	3,988.33	291.51	12,997.20	15,953.33	2,956.13	47,860.00	34,862.80
4420.000 Materials	1,207.69	1,250.00	42.31	4,973.39	5,000.00	26.61	15,000.00	10,026.61
4430.000 Contracts Costs	5,766.36	1,541.67	(4,224.69)	13,316.45	6,166.67	(7,149.78)	18,500.00	5,183.55
4431.000 Garbage and Trash	333.38	427.50	94.12	4,001.89	1,710.00	(2,291.89)	5,130.00	1,128.11
4432.000 Decorating Contract	400.00	1,083.33	683.33	7,629.71	4,333.33	(3,296.38)	13,000.00	5,370.29
4435.000 Grounds Contract	135.00	375.00	240.00	3,881.46	1,500.00	(2,381.46)	4,500.00	618.54
4445.000 Elevator Maintenance	0.00	407.92	407.92	2,727.01	1,631.67	(1,095.34)	4,895.00	2,167.99
4450.000 Plumbing/Heating	287.80	583.33	295.53	416.34	2,333.33	1,916.99	7,000.00	6,583.66
4455.000 Snow Removal	0.00	541.67	541.67	0.00	2,166.67	2,166.67	6,500.00	6,500.00
4456.000 Exterminating	63.00	166.67	103.67	189.00	666.67	477.67	2,000.00	1,811.00
4457.000 Janitor/Cleaning	1,267.33	933.33	(334.00)	4,686.98	3,733.33	(953.65)	11,200.00	6,513.02
TOTAL MAINTENANCE	13,157.38	11,298.75	(1,858.63)	54,819.43	45,195.00	(9,624.43)	135,585.00	80,765.57

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
OTHER								
4510.000 Insurance	2,160.67	2,315.00	154.33	8,642.68	9,260.00	617.32	27,780.00	19,137.32
4520.000 Property Taxes	906.20	822.50	(83.70)	2,784.11	3,290.00	505.89	9,870.00	7,085.89
4540.000 Employee Benefits	2,444.50	3,358.76	914.26	9,885.00	13,435.01	3,550.01	40,305.00	30,420.00
4570.000 Collection Loses	0.00	166.67	166.67	0.00	666.67	666.67	2,000.00	2,000.00
4583.001 Lease Interest Exp	1.93	2.08	0.15	8.24	8.33	0.09	25.00	16.76
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	1,666.67	1,666.67	5,000.00	5,000.00
4595.001 Lease Amort Exp	30.83	31.25	0.42	123.32	125.00	1.68	375.00	251.68
TOTAL OTHER	5,544.13	7,112.93	1,568.80	21,443.35	28,451.68	7,008.33	85,355.00	63,911.65
TOTAL EXPENSES	27,843.10	33,907.50	6,064.40	128,716.30	135,630.00	6,913.70	406,890.00	278,173.70
SURPLUS	8,563.84	2,602.07	5,961.77	22,277.24	10,408.32	11,868.92	31,225.00	(8,947.76)

Housing and Redevelopment Authority of Crosby
Payment Summary Report
July 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
7/17/2024	363	Brian Bartz	\$ 52.93
7/17/2024	364	Diana Banks	\$ 110.55
7/17/2024	365	Eric Charpentier	\$ 42.88
7/17/2024	366	John Schommer	\$ 91.12
7/17/2024	367	Steven Farnum	\$ 50.32
7/1/2024	ACH	Delta Dental	\$ 164.60
7/3/2024	ACH	Reliance Standard Life Insurance Company	\$ 147.48
7/5/2024	ACH	Payroc LLC	\$ 48.68
7/5/2024	ACH	Payroc LLC	\$ 124.63
7/11/2024	ACH	Lincoln Financial Group	\$ 614.00
7/11/2024	ACH	Harpers Payroll Service	\$ 1,561.83
7/11/2024	ACH	Harpers Payroll Service	\$ 41.78
7/11/2024	ACH	Minnesota State Retirement System	\$ 62.00
7/22/2024	ACH	Reliance Standard Life Insurance Company	\$ 439.20
7/25/2024	ACH	Harpers Payroll Service	\$ 1,585.88
7/25/2024	ACH	Lincoln Financial Group	\$ 614.00
7/25/2024	ACH	Minnesota State Retirement System	\$ 62.00
7/25/2024	ACH	Harpers Payroll Service	\$ 178.60
7/16/2024	119484	Blue Cross Blue Shield of Minnesota	\$ 3,511.85
7/16/2024	119485	Borden Steinbauer And Kruger	\$ 1,099.00
7/16/2024	119486	Bremer Bank Credit Card	\$ 43.00
7/16/2024	119487	Cintas	\$ 253.01
7/16/2024	119488	City Of Crosby	\$ 5,610.77
7/16/2024	119489	Crosby Ace Hardware	\$ 288.42
7/16/2024	119490	Ctc-446126	\$ 323.19
7/16/2024	119491	Granite Pest Control LLC	\$ 126.00
7/16/2024	119492	Gravelle Plumbing & Heating Inc.	\$ 652.64
7/16/2024	119493	Hagman Inc.	\$ 2,016.00
7/16/2024	119494	Handyman's, Inc.	\$ 439.62
7/16/2024	119495	Harpers Time & Attendance	\$ 13.00
7/16/2024	119496	Holden Electric Co. Inc.	\$ 769.25
7/16/2024	119497	Home Depot Supply	\$ 1,900.61
7/16/2024	119498	Integrity Services Inc	\$ 388.00
7/16/2024	119499	Kristin Miller	\$ 22.11
7/16/2024	119500	Management Computer Services Inc	\$ 2,873.98
7/16/2024	119501	MRI Software LLC	\$ 125.00
7/16/2024	119502	Nahro	\$ 192.00
7/16/2024	119503	Office Shop	\$ 418.21
7/16/2024	119504	Paper Storm	\$ 26.00
7/16/2024	119505	Quick Construction Inc.	\$ 135.00
7/16/2024	119506	Safeguard Security Inc.	\$ 3,445.90
7/16/2024	119507	ShofCorp LLC	\$ 150.96
7/16/2024	119508	Strike Painting & Finishing	\$ 1,800.00
7/16/2024	119509	T & J Services LLC	\$ 225.00
7/16/2024	119510	T-Mobile	\$ 110.56
7/16/2024	119511	Visa-Unity	\$ 1,066.98
7/16/2024	119512	Waste Partners Inc	\$ 602.76
7/16/2024	119513	West Central Flooring	\$ 741.25
7/16/2024	119514	Xtona	\$ 335.00
7/18/2024	119515	Tenant Refund	\$ 378.18
7/18/2024	119516	Tenant Refund	\$ 484.36
		Report Total	\$ 36,560.09

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To: Crosby HRA Board Members
From: Shannon Fortune, Housing Director
Date: Aug-07-2024
Re: Housing Programs Report

Tenant Activities Update

In July there were 11 recipients and 2 volunteers for the Second Harvest CSFP program. There were 6 who attended the Humana information session related to Advanced Care Planning. Socialization events included 4 games and crafts sessions, where 3 tenants attended. Two community-led events were held (study group and music). 430 meals were donated by Community Table and Emily Care 'N Share.

Monthly Property Performance Reports for July 2024

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report July 2024

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%
TOTAL	120	117	0	0	3	98%

3. Customer Traffic

Applications Requested	12
Applications Placed on Wait List	21
Applications Denied on Wait List	0*

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	75	5	5	0
2 bdrm	13	25	0	0	0
3 bdrm	6	15	0	0	0
4 bdrm	2	13	0	0	0
TOTAL	120	128	5	5	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	11
Move-Outs	6	12

**Starting 4/1/2024*

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW#211	1BR	mid-August	In Process
DW#206	1BR	late August	Notifying
DW#210	1BR	late August	Notifying

7. Recertifications

Interim Recertifications	3
Annual Recertifications	9
Completed for this month	12

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 4/1/2024*

9. Lease Enforcements

Lease warnings/violations issued	4
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	43
Received	52
Closed	78
Ending Balance	17
Total Completed Work Orders for Year	176

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	4
Completed within 24 hours	1	4
Percent completed within 24 hours	100%	100%

Tenant Council Meeting - July 1, 2024 at 11 a.m.
Members Present: Roxy, Mark, Lynne, Jen, Robin

Treasurers Report for month of June

Coffee income: \$83.20

Coffee expense: \$55.33

Bingo income: \$91.00

Bingo expense: \$140.65

Bingo expense for loser prizes: \$23.80

Birdseed: \$25.00

Potluck income: \$17.80

Petty Cash for end of June: \$352.22

Checking for end of June: \$940.71

OLD BUSINESS:

Had the June potluck on the 22nd, there were 21 people attending. The south end door is still a problem of not closing all the way. The gazebo has been cleaned out of all the things people have left. Will need to be swept and tables cleaned before can be used for eating inside.

NEW BUSINESS:

"Garden Mark" has said there are some foods that can be picked from the garden.

The next potluck will be July 20th. The tenant council will be providing hamburgers and hot dogs.

The next Roundtable will be July 25th.

Was suggested to have a "buddy system" to show new tenants around and to let them know what activities are happening in the building. Was also suggested to bring up at the RAB and the Advisory Board mtgs. Will discuss more on this at a later date.

Was brought up that on the 28th of June there were people moving things in and out past midnight into early morning hours and was disturbing tenants in the Dellwood building. Not sure who but should be addressed.

The next council meeting will be August 5th.

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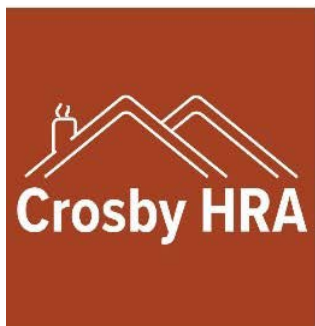
To: Crosby HRA Board Members
From: John Schommer, Rehab & Maintenance Director
Date: August 5, 2024
Re: Maintenance Update

Loss Prevention Application

We are waiting to see if our application will be funded, award announcements may take until October to be announced.

No Action Requested; Discussion Items.

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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: August 7, 2024
Re: Addition of Commissioner to Unity Bank Account

We would like to add our new commissioner, Jennifer Robinson, to the Unity Bank account as a signatory. Unity Bank requires action by the board approving this addition. As such, we are asking for a motion from the board to add Jennifer Robinson to the Unity Bank account.

Action Requested:

Motion to approve the addition of commissioner Jennifer Robinson to the Unity Bank account as a signatory.

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