



300 Third Avenue NE  
Crosby, MN 56441-1642

PHONE (218) 546-5088  
FAX (218) 546-5041  
[www.crosbyhra.org](http://www.crosbyhra.org)

**Crosby HRA Board Meeting**  
**Tuesday, May 12, 2020 at 11:00 a.m.**  
**Webex Video/Teleconference**

Join from your browser: <https://meetingsamer8.webex.com/meetingsamer8/jphp?MTID=m6a04e7788d7c6aabe2e35b44ce425818>

Join by phone: (408) 418-9388

Meeting number (access code): 620 193 170

Meeting password: 5712

**AGENDA**

- 1. Call to Order**
- 2. Roll Call**
- 3. Reading and Approval of Minutes** (*Attachments 1 & 2*)
- 4. Bills and Communications**
  - a. Financial Report (*Attachment 3*)
  - b. Housing Manager Report (*Attachment 4*)
- 5. Unfinished Business**
- 6. New Business**
  - a. Discussion on HUD Notice PIH 2020-05 (*Attachment 5*)
  - b. Approval of Updated Policies (*Attachment 6*)
    - » Rental Payment Policy
    - » Pet Ownership Policy – Family Units
    - » Pet Ownership Policy – Dellwood/Edgewood
    - » Section 504 Non-Discrimination Policy
- 7. Adjournment**

Next Meeting: Tuesday, June 9, 2020

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## Minutes of the March 24, 2020, Crosby HRA Board Meeting

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, March 24, 2020, via teleconference.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:01 a.m.
2. **ROLL CALL:** Present at the meeting were Chair Linda Peeples and Commissioners Julie McGinnis, Buzz Neprud, and Margaret Saba. Also present were Interim Executive Director/ Finance Director Karen Young, Housing Manager Shannon Fortune, Housing Specialist Mallory Smith, and Maintenance Supervisor Terry Quick. Absent: Renae Marsh.

3. **READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

**Commissioner Neprud moved to approve the minutes from the February 11<sup>th</sup>, 2020, board meeting, seconded by Commissioner McGinnis. Via roll call vote, all commissioners were in favor of the motion and none were opposed. The minutes were approved.**

4. **BILLS AND COMMUNICATIONS:**

- a. **Financial Report:** Young reported that staff is continuing to work with Gary Weiers from DDA regarding the executive director search and to establish an updated timeline.

**Commissioner Neprud made a motion to approve February checks numbered 117566 through 117602 and February ACH payments numbered 111 through 113 and 1352 through 1357. Commissioner Saba seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.**

- b. **Housing Manager Report:**

**MSSA Training:** Fortune attended the three-day Minnesota Social Service Association training conference in Minneapolis on March 11–13<sup>th</sup>. It was a large training conference (over 3,000 attendees) open to anyone that provides any sort of services (social service, economic engagement, education, housing, health, financial development, etc.) to low-income families and individuals. This year there were more than 130 educational sessions and over 200 vendors in the expo hall. Fortune went to trainings related to supervision, de-escalation, mental health resources, and general trends in service provision.

**COVID-19 Planning:** In response to the COVID-19 threat, letters were sent to tenants, which were provided to the Board. Additionally, the indefinite suspension of all social gatherings and building activities made it necessary to suspend Lila Larson's position, which had as its core function the facilitation of tenant activities. Lila's position was suspended effective March 17th. Property Performance Report: Fortune reviewed the information provided in the performance report from February.

## 5. UNFINISHED BUSINESS:

- a. **Consider Amendment to the Crosby HRA Bylaws:** At the last board meeting, there was discussion about how the bylaws addressed attendance expectations for commissioners. It was determined that the current by-laws are silent on attendance expectations. Because the Brainerd HRA Board recently had a similar discussion and ultimately amended their agency's bylaws, staff provided the Crosby HRA Board with the language they used. The Board had a discussion at that meeting and Chair Peebles asked the Board to take the next month to think about a possible amendment to the bylaws to address attendance expectations.

A copy of the current Crosby HRA Bylaws was provided to the Board with an added paragraph that addresses attendance for their consideration. The Board had a discussion and agreed to amend the bylaws.

**Moved by Commissioner Neprud and seconded by Commissioner McGinnis to amend the Crosby HRA Bylaws by adding a paragraph that addresses attendance: "Section 5. Attendance. Commissioners shall be expected to attend all meetings except with an excused absence. Any Commissioner who misses three consecutive meetings without an excused absence is considered to have resigned from the Board of Commissioners." All commissioners through a roll call vote were in favor of the motion and none were opposed. The motion was approved.**

## 6. NEW BUSINESS

- a. **Approve Designation of Official Depository:** Pursuant to Minnesota Statute 118A.02, the Crosby HRA Board shall designate as a depository of its funds, one or more financial institutions. At this time, the official depository is Unity Bank.

**Moved by Commissioner Neprud and seconded by Commissioner Saba to approve the designation of Unity Bank as the official depository. Via roll call, all commissioners voted in favor of the motion and none were opposed. The motion was approved.**

- b. **Approve Contract for Dellwood Apartments Kitchen Modernization Project:** The Crosby HRA invited contractors to bid on the renovation of 16 kitchen units including complete removal of a partial height knee wall, flooring, countertop, casework, sink/ faucet with replacement of the same, minor electrical work, and trim work replacement in kitchens and living rooms. A pre-bid meeting was held on March 3, 2020, and sealed bids were due on March 17, 2020, by 1:00 pm. Four bids were received, which were provided to the Board.

In accordance with the Crosby HRA Procurement Policy, because the proposed contract amount is greater than the Simplified Acquisition Threshold, the Board's approval is required. Staff requested the Board's approval to enter into a contract with HyTec Construction in the amount of \$234,500.00. A copy of the contract was provided and staff informed the Board that there would be a change order in the future to extend the start and completion dates due to recent COVID-19 events.

**Commissioner McGinnis moved to authorize the Interim Executive Director to execute a contract with HyTec Construction for the amount of \$234,500.00. Commissioner Saba seconded the motion. Via roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.**

**7. NEXT MEETING:** Tuesday, April 14<sup>th</sup>, 2020

**8. ADJOURNMENT:**

**Moved and seconded by Commissioners McGinnis and Saba, the meeting was adjourned at 11:24 a.m.**

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## Minutes of the March 26, 2020, Crosby HRA Emergency Board Meeting

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 1:00 p.m., Thursday, March 26, 2020, via teleconference.

- 1. CALL TO ORDER:** Chair Peeples called the emergency meeting to order at 1:20 p.m.
- 2. ROLL CALL:** Present at the meeting were Chair Linda Peeples along with Commissioners Julie McGinnis and Margaret Saba. Also present was Interim Executive Director/Finance Director Karen Young. Absent: Renae Marsh and Buzz Neprud.
- 3. APPROVAL OF COVID-19 ACTION PLAN:** Young explained that the Governor issued Emergency Executive Order 20-20 this week, which defined Critical Sectors that are exempted from the Stay At Home directive. The Crosby HRA falls under the Housing Critical Sector, which allows staff to continue to provide critical services. HRA staff are critical and will continue to work as the goal is to continue to provide housing for as many participants as possible during this pandemic.

Young reviewed the newly drafted COVID-19 Action Plan and explained that it is not permanent in nature and is for the duration of this pandemic. The Federal Emergency Leave is available until December 31, 2020. The action plan will be reviewed on a weekly basis and it will be fluid as circumstances change.

The Board had a discussion. Chair Peeples asked Young to consider a policy for maintenance staff going into units if exposed to COVID-19. Young explained that staff currently do not have personal protective equipment for that event. Peeples suggested reaching out to the Crosby or Brainerd Fire Departments for assistance.

**Moved by Commissioner McGinnis and seconded by Commissioner Saba to approve the Crosby HRA COVID-19 Action Plan. Via a roll call vote, all commissioners were in favor and none were opposed. The motion was approved.**

- 4. NEXT MEETING:** Tuesday, April 14<sup>th</sup>, 2020
- 5. ADJOURNMENT:**

**Moved and seconded by Commissioners McGinnis and Saba, the meeting was adjourned at 1:24 p.m.**







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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: , 2020  
Re: Financial Report

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To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: May 6, 2020  
Re: Housing Manager Report

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### **COVID-19 Planning/Update**

After contact with a potentially infected tenant, Public Health advised that Tony, Devon, and Mallory should initiate a 14-day self-quarantine. The quarantine began Friday, April 3<sup>rd</sup> and ended Friday, April 17<sup>th</sup> for Tony, Monday, April 20<sup>th</sup> for Devon, and Tuesday, April 21<sup>st</sup> for Mallory. (Mallory was out for an extra two days for her wedding.) Initially when Maintenance staff came back, they were alternating work days and isolating as much as possible, except for high-priority work orders. A laptop was procured for Mallory, who was able to continue to work at home during her quarantine. Currently, Mallory is working in the office; however, the office is closed to the public, with all business being conducted over the phone, via email, mail and the drobox. Cleaning/sanitizing is being done daily in the building, in addition to the regular twice-weekly cleaning normally provided by the housekeeping service. All common areas except the laundry rooms remain closed. All tenant activities are cancelled until further notice. To help provide helpful information to tenants and applications, LeAnn and Mallory have updated the website and the Facebook page with postings and resources.

### **Monthly Property Performance Report for April 2020**

Please see attachment 4a.

### **Policy Updates**

Our goal is to get all required policies reviewed and provided to the Board for approval in a one-year period. We put together a matrix that will keep us organized, assigns responsibility for research to different staff, and should get us through the next 12 months without too much stress and strain. The Board can expect anywhere from two to four policies to review and approve on a monthly basis, starting now and going through next March, if the plan goes as projected.

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



## Crosby Housing and Redevelopment Authority

## Monthly Property Performance Report

April 2020

## 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	2
Applications Placed on PH Wait List	4
Applications Denied on PH Wait List	0

## 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	78	3	1	0
2 bdrm	13	13	0	0	0
3 bdrm	6	8	0	0	0
4 bdrm	2	2	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>101</b>	<b>3</b>	<b>1</b>	<b>0</b>

## 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	7
Move-Outs	1	9

## 6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	6
Annual Recertifications	8
Completed for this month	14

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

9. Lease Enforcements

Lease warnings/violations issued	2
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	0
Received	9
Closed	9
Ending Balance	0
Total Completed Work Orders for Year	82

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	2	5
Completed within 24 hours	2	5
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	36,623
Other Charges	89
<b>Total New Charges</b>	<b>36,712</b>
Arrears, tenants in possession	221

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	206
Current Rent Charges	36,623
Current Rent Collections	36,417
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	745
Prior Rent Charges	432,422
Collection Rate	100%

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: May 6, 2020  
Re: Discussion on HUD Notice PIH 2020-05

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On March 27, 2020, President Trump signed the CARES Act into law which further provides HUD with broad authority, in the context of the current public health emergency, to waive statutes and regulations for the Public Housing program. The waivers implemented through this notice provide administrative relief and allow for alternative approaches to various aspects of PHA operations. HUD encourages PHAs to apply the waivers authorized in this notice based on local circumstances and needs.

PHAs are required to keep written documentation that record which waivers the PHA applied to their program(s) and the effective dates. A PHA does not need to notify HUD or receive HUD approval to begin utilizing these waivers/alternative requirements. However, HUD may subsequently require the PHA to provide information to HUD on the waivers used by the PHA and the date the PHA applied the waiver to its program(s). If a PHA chooses to apply any of the waivers provided for in this notice, the PHA is required to notify residents and owners of any impacts that the waiver and alternative requirement (where applicable) may have on them by whatever means it considers most effective as soon as practicable.

PHAs are not required to receive formal Board approval to implement these waivers nor are they required to go through a public hearing process. These waivers can go into effect immediately as based on the local needs and conditions. Staff has gone through the notice and selected the waivers that will currently benefit our PH program for administrative relief with an effective date equal to the date of this notice. The PHA may adopt the use of these waivers at any time throughout the period of availability as defined in the notice. Any informally adopted waivers under this notice must be formally adopted as soon as practicable following June 30, 2020, but no later than July 31, 2020. We will seek formal Board approval at the July meeting.

Action Requested; Discussion of implementation of waivers as allowed in Notice PIH 2020-05 with effective date of April 10, 2020 as specified in **(Attachment 5a)**.

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To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: May 6, 2020  
Re: Updated Policy Approval

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There are four (4) policies before the Board for review and approval this month (attached).

- » **Rental Payment Policy, Resolution No. 2021-01** (*Attachment 6a*)  
This policy has been mirrored contained in the leases and resident handbooks regarding late fees and payment timelines, how payments may be submitted, and reflects the agency's decision to not accept cash payments.
- » **Pet Ownership Policy – Family Units, Resolution No. 2021-02** (*Attachment 6b*)  
The policy reiterates the deposit amounts (\$100.00, refundable) and animal rules laid out in the resident handbook, including appropriate care requirements.
- » **Pet Ownership Policy – Dellwood/Edgewood, Resolution No. 2021-03** (*Attachment 6c*)  
The policy reiterates the deposit amounts (\$100.00, refundable) and animal rules laid out in the resident handbook, including appropriate care requirements.
- » **Section 504 Non-Discrimination, Resolution No. 2021-04** (*Attachment 6d*)  
This policy is related to the agency's policy of non-discrimination on the bases of disability status.

**Action Requested:**

**Adopt Resolution No. 2021-01 Approving the Rental Payment Policy.**

**Adopt Resolution No. 2021-02 Approving the Pet Ownership Policy – Family Units.**

**Adopt Resolution No. 2021-03 Approving the Pet Ownership Policy – Dellwood/Edgewood.**

**Adopt Resolution No. 2021-04 Approving the Section 504 Non-Discrimination.**

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**CROSBY HOUSING AND REDEVELOPMENT AUTHORITY**

**Rental Payment Policy**

**Adopted: 5/12/2020 Resolution No.: 2021-01**

Monthly rent payments are to be made on or before the 1st of the month and no later than the 5<sup>th</sup>. All rent paid after the 5<sup>th</sup> is late. The late fee is \$5 on the 6<sup>th</sup> day of the month with an additional \$1 fee per day for each day the rent is unpaid. The total late fee cannot exceed 8% of the total rent amount.

If rental payment is sent to the Crosby HRA via US Mail, it must be postmarked by the 5<sup>th</sup> of the month or it will be considered late and a late fee will be charged.

All rent must be paid in full; partial payments will not be accepted.

The Crosby HRA does not accept cash for rental payments. Acceptable forms of payment are direct debit, personal checks, bank checks, or money orders.

No personal checks will be accepted after the 10<sup>th</sup>.

Payments received will be applied to the resident account in the following order if there are several types of balances owed (i.e., delinquent rent, late fees, maintenance charges, etc.): payment will first be applied to delinquent rent and late fees (to make the rent current), then to current rent, and then to maintenance fees and other charges.

If rent and/or other charges are paid by a personal check and the check is returned by the financial institution for any reason, this shall be considered non-payment of rent and will incur a late charge plus an additional charge for processing. If a resident has two personal checks returned, no further personal checks will be accepted.

If rent is paid late four or more times within a 12-month period, the lease may be terminated.

The following options are available to pay rent each month:

- direct debit from a checking or savings account;
- payment can be dropped off at the office during office hours;
- payment can be placed in the drop box located between the main entrance doors in the Dellwood building; or
- payment can be mailed to the Crosby HRA at 300 3<sup>rd</sup> Ave. NE, Crosby, 56441.

The Crosby HRA reserves the right to refuse any rent once legal proceedings have been initiated.

HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2021-01

RENTAL PAYMENT POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby is required to have a policy in place to establish clear rules and procedures for rental payments; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby Agency has reviewed and updated its previously adopted Rental Payment Policy; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the HRA as follows:

1. The Rental Payment Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Crosby.

Dated: \_\_\_\_\_  
Linda Peeples, Chair

Dated: \_\_\_\_\_  
Karen Young, Interim Executive Director

**CROSBY HOUSING AND REDEVELOPMENT AUTHORITY**

**Pet Ownership Policy – Family Units**

**Adopted: 5/12/2020**

**Resolution No.: 2021-02**

**POLICY STATEMENT**

The purpose of a pet ownership policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident of the Crosby Housing & Redevelopment Authority (hereinafter, “the Agency”) is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.

**RULES FOR PET OWNERSHIP IN PUBLIC HOUSING FAMILY UNITS**

1. A pet will generally be defined as a common household pet, i.e. cats and dogs.
2. Number of pets per household will be limited to one animal of a small size (approximately 20 lbs. or under).
3. Pet owners will be required to pay a refundable pet fee of \$100.00 to cover the operating costs to the development relating to the presence of pets.
4. In order to be registered with the Agency, pets must be appropriately inoculated against rabies and other conditions prescribed by local ordinances. A copy of inoculations must be provided to the Agency on an annual basis.
5. All pets must be registered with the City of Crosby and a copy of the registration must be provided to the Agency.
6. All pets must be spayed or neutered.
7. All animals will be confined to the owner’s dwelling unit and may not roam the property.
8. When animals are taken outside, residents must be with their leashed animals at all times. Animals may not be “let out” on their own.
9. Any resident who owns or keeps a pet in their unit will be required to pay for any damages caused by the pet. Any pet-related insect infestations in the pet owner’s unit will be the financial responsibility of the pet owner and the Agency reserves the right to exterminate and charge the resident.
10. The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner’s unit and surrounding areas.
11. Repeated substantiated complaints by neighbors or Agency personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet or move from the unit.
12. All owners of pets must provide the Agency with a verifiable statement of name, address and telephone number of a person who will care for the animal temporarily in case of the owner’s inability to continue to care for the pet.
13. It is the pet owner’s responsibility to immediately dispose of all waste material from the animal, either inside or outside of the unit. A waste removal penalty of \$25.00 per occurrence will be imposed upon the pet owner for failure to comply with the rule on waste removal.
14. Litter boxes are required to be changed at least once a week and/or scooped once a day.
15. In the event of an animal bite or attack on another resident, the pet owner is solely responsible for any costs arising from the incident. The animal must also immediately vacate the unit.

16. No visiting pets or pet-sitting will be allowed. Only those pets who are registered with the Agency are allowed on the property.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2021-02

PET OWNERSHIP POLICY – FAMILY UNITS

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby is required to have a policy in place to establish clear guidelines for ownership of pets and to prevent discrimination against applicants or residents regarding admission or continued occupancy; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby Agency has reviewed and updated its previously adopted Pet Ownership Policy; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the HRA as follows:

1. The Pet Ownership Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Crosby.

Dated: \_\_\_\_\_  
Linda Peeples, Chair

Dated: \_\_\_\_\_  
Karen Young, Interim Executive Director

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**CROSBY HOUSING AND REDEVELOPMENT AUTHORITY**  
**Pet Ownership Policy – Dellwood & Edgewood Apartments**  
**Adopted: 5/12/2020 Resolution No.: 2021-03**

**POLICY STATEMENT**

The purpose of a pet ownership policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident of the Crosby Housing & Redevelopment Authority (hereinafter, “the Agency”) is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.

**RULES FOR PET OWNERSHIP FOR DELLWOOD & EDGEWOOD APARTMENTS**

1. A pet will generally be defined as a common household pet, i.e. cats and dogs.
2. Number of pets per household will be limited to one animal of a small size (approximately 20 lbs. or under).
3. Pet owners will be required to pay a refundable pet fee of \$100.00 to cover the operating costs to the development relating to the presence of pets.
4. In order to be registered with the Agency, pets must be appropriately inoculated against rabies and other conditions prescribed by local ordinances. A copy of inoculations must be provided to the Agency on an annual basis.
5. All pets must be registered with the City of Crosby and a copy of the registration must be provided to the Agency.
6. All pets must be spayed or neutered.
7. All animals will be confined to the owner’s apartment and may not roam the halls or common areas.
8. When animals are taken out of the building, they must be leashed and held in the owner’s arms until they are outside. Owners must be with their leashed animals at all times when outside the building. Animals may not be “let out” on their own.
9. Any resident who owns or keeps a pet in their unit will be required to pay for any damages caused by the pet. Any pet-related insect infestations in the pet owner’s unit will be the financial responsibility of the pet owner and the Agency reserves the right to exterminate and charge the resident.
10. The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner’s unit and surrounding areas.
11. Repeated substantiated complaints by neighbors or Agency personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet or move from the unit.
12. All owners of pets must provide the Agency with a verifiable statement of name, address and telephone number of a person who will care for the animal temporarily in case of the owner’s inability to continue to care for the pet.

13. It is the pet owner's responsibility to immediately dispose of all waste material from the animal, either inside or outside of the building. Waste material must be disposed of in a tied, plastic bag and removed to the garbage room. The bags may not be thrown down the garbage chutes. A waste removal penalty of \$25.00 per occurrence will be imposed upon the pet owner for failure to comply with the rule on waste removal.
14. Litter boxes are required to be changed at least once a week and/or scooped once a day.
15. In the event of an animal bite or attack on another resident, the pet owner is solely responsible for any costs arising from the incident. The animal must also immediately vacate the building.
16. No visiting pets or pet-sitting will be allowed. Only those pets who are registered with the Agency are allowed on the property.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2021-03

PET OWNERSHIP POLICY – DELLWOOD & EDGEWOOD APARTMENTS

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby is required to have a policy in place to establish clear guidelines for ownership of pets and to prevent discrimination against applicants or residents regarding admission or continued occupancy; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby Agency has reviewed and updated its previously adopted Pet Ownership Policy; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the HRA as follows:

1. The Pet Ownership Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Crosby.

Dated: \_\_\_\_\_  
Linda Peeples, Chair

Dated: \_\_\_\_\_  
Karen Young, Interim Executive Director

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**CROSBY HOUSING AND REDEVELOPMENT AUTHORITY**  
**Section 504 Non-Discrimination Grievance Policy**  
**Adopted: 5/12/20    Resolution No.: 2021-04**

It is the policy of Crosby Housing & Redevelopment Authority (hereinafter, “the Agency”) not to discriminate on the basis of disability.

The Agency has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The law and regulations may be examined in the office of the resident services coordinator, who has been designated to coordinate the efforts of compliance with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the Agency to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

**PROCEDURE**

- Grievances must be submitted to the Section 504 coordinator within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 coordinator will maintain the files and records of the Agency relating to such grievances.
- The Section 504 coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 coordinator by writing to the executive director within 15 days of receiving the Section 504 coordinator's decision. The executive director shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

The Agency will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 coordinator will be responsible for such arrangements.

HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR  
THE CITY OF CROSBY

RESOLUTION NO. 2021-04

SECTION 504 NON-DISCRIMINATION GRIEVANCE POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby is required to establish procedures to provide prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act;

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby is required to designate a Section 504 coordinator;

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has established a Section 504 Non-Discrimination Grievance Policy and a designated Section 504 coordinator; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the HRA as follows:

1. The Section 504 Non-Discrimination Grievance Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Crosby.

Dated: \_\_\_\_\_  
Linda Peebles, Chair

Dated: \_\_\_\_\_  
Karen Young, Interim Executive Director