



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

**Crosby HRA Board Meeting
Tuesday, April 13th, 2021 at 11:00 a.m.
Remote Meeting via Webex Video/Teleconference**

Join from your browser: <https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=m2ec7f4c9f47f22aabb0e22fd49031f7b>
Join by phone: 415-655-0001
Meeting number (access code): 182 180 2960
Meeting password: 0413

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Reading and Approval of Minutes (Attachment 1).....[p. 1](#)**
- 4. Bills and Communications**
 - a. Financial Report (Attachment 2).....[p. 5](#)
 - b. Housing Manager Report (Attachment 3).....[p. 13](#)
 - c. Executive Director Report (Attachment 4).....[p. 19](#)
- 5. Unfinished Business**
- 6. New Business**
- 7. Adjournment**

Next meeting date: May 11, 2021

This page intentionally left blank.



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088

FAX (218) 546-5041

www.crosbyhra.org

Minutes of the March 9th, 2021, 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 9th, 2021, via Webex teleconference.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:02 a.m.
2. **ROLL CALL:** Present: Commissioners Linda Peeples, Julie McGinnis, Renae Marsh, and John Ohlin. Absent: Buzz Neprud.

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Manager Shannon Fortune, and Executive Assistant LeAnn Goltz.

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

Moved by Commissioner Marsh and seconded by Commissioner McGinnis to approve the meeting minutes from February 9th, 2021. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

4. **BILLS AND COMMUNICATIONS:**

- a. **Financial Report:**

2021 Capital Fund Program (CFP) Award

HUD recently announced Crosby HRA's 2021 CFP grant funding in the amount of \$106,850. This is the highest annual amount of funding that the HRA has received in the history of this program. These funds will be primarily used for capital improvements to the Public Housing properties.

Operating Subsidy Grant Submission

The Operating Subsidy grant submission was due the beginning of March for the Public Housing properties. This funding is calculated to cover the gap between the estimated tenant rental income that is received and the annual operating expenses that is incurred for the HRA's Public Housing units. The unapproved grant calculation was in the amount of \$139,293, which is significantly higher than any prior funding received. This amount has not been approved by HUD and is subject to proration.

Moved by Commissioner McGinnis and seconded by Commissioner Marsh to approve February checks numbered 118011 through 118050 and February ACH payments numbered 1440 through 1447 and 160 through 164. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

b. Housing Manager Report:

Tenant Activities Update

There were 27 participants in the NAPS food delivery program last month. Staff is learning more about the frozen meal delivery program through Catholic Charities that is coming to the area. If they are able to get the Crosby HRA approved to participate in the program, elderly tenants could each potentially receive up to 14 meals per month. The job posting for the tenant activities coordinator position is now active.

Late Fee Follow-Up

On February 9th, all tenants were given written notice that late fees would resume accruing on delinquent accounts effective March 1st. For reference, there were 21 households who would have received a late fee in January and another 26 in February. There are 11 households that owe a late fee for the month of March.

COVID-19 Vaccination Clinic

HRA staff will be meeting with Public Health staff to discuss the opportunity of hosting a COVID-19 vaccination clinic at the property. Based on the current distribution prioritization criteria, which is focused primarily on age, it appears that 53 tenants would be potentially eligible.

Monthly Property Performance Reports for February 2021

Fortune noted that of the vacancies reported for February, the Edgewood unit has since been filled. In addition, she informed the board that there is currently an eviction in process.

c. Executive Director Report:

Crosby Caretaker Position Opening

The caretaker position for Edgewood/Dellwood is currently open again. The recently-hired caretaker is no longer employed by Crosby HRA. The goal is to fill this position ASAP.

Maintenance Supervisor Position Open (Brainerd & Crosby)

The previous maintenance supervisor, Terry Quick, had his last day with the agency in early January. The position has been posted on multiple websites and with the City of Brainerd. The response of interested applicants has been good but many are not completing the required documents (application and supplemental questions). Staff will begin reviewing and interviewing qualified candidates as soon as possible. This position does oversee both of the Brainerd and Crosby agency's properties.

Crosby Tax Forfeited Property

Lakes Area Habitat for Humanity (LAHFH) purchased a tax-forfeited lot through the CWC HRA Tax Forfeited Property Hold Policy for a planned build for one of their partner families. That home has been completed and the family is now in the home. As an additional bonus, LAHFH also reached out to an adjacent landowner and was able to negotiate the purchase of a small piece of the adjoining lot to make the tax-forfeited lot that they purchased from the HRA into two buildable lots. They plan on building

on the second site in the future. Rather than just one, now there will be two homes on previously tax-forfeited land. This positively impacts the County and the City of Crosby for their tax base. It's is a great example of a community partnership to develop/ redevelop previously forfeited land.

Ongoing COVID-19 Response

There have been no changes in the COVID-19 response in the past month. Staff continues to monitor a number of federal- and state-level sources to ensure that our response is consistent with other PHAs while still being appropriate for our own community's needs. There is still no date set for reopening, but maintenance staff has been taking advantage of the time by making updates to the building such as painting and upgrades to LED lighting.

5. UNFINISHED BUSINESS: Nothing to report.

6. NEW BUSINESS

- a. Approval of Accounts Receivable Write-Off:** In February, the board took action to write off any tenant account balances remaining unpaid 90 days following the tenant's move-out date with no repayment activity per the Tenant Accounts Receivable Policy. As such, those outstanding balances at 3/31/2021 in Accounts Receivable that remained unpaid 90 days following the tenant's move-out date were written off.

Because of the current eviction moratorium that prevents the eviction for non-payment of rent, there is a Public Housing tenant with a high accounts receivable balance who refuses to enter into a repayment agreement. Because the tenant cannot be evicted, this balance continues to increase causing a reduction in points for the Crosby HRA's Tenant Accounts Receivable Ratio at year-end.

Staff requested that the board take action to approve the write-off of a current tenant account, in which the tenant has not moved out but remains unpaid. If this tenant does make a payment in March, staff would still like to make an exception and write off this balance at year-end due to the inability to evict for non-payment of rent.

This tenant account balance has been filed with the State of Minnesota for collection through the Revenue Recapture process. This process allows Housing Authorities to collect outstanding balances through any state return that the tenant is entitled.

Commissioner McGinnis moved to approve the write-off of unpaid Accounts Receivable for a current Public Housing tenant for 2021 year-end due to the eviction moratorium, followed by a second from Commissioner Marsh. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

7. NEXT MEETING: Tuesday, April 13th, 2021.

8. ADJOURNMENT:

Moved by Commissioner McGinnis and seconded by Commissioner Marsh to adjourn the meeting at 11:27 a.m.

This page intentionally left blank.



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: April 6, 2021
Re: April Financial Report

Please find attached the financial information for March 2021.

2021 Audit

The 2021 audit fieldwork has been scheduled with CliftonLarsonAllen (CLA) during the week of June 21st.

Sales Tax Refund

In February we received sales tax refunds for a total of \$15,693.46. This was primarily for the Dellwood POHP project with Baratto Brothers and the kitchen remodel project with Hy-Tec Construction.

Action Requested:

Approval of March checks numbered 118051 through 118098 and March ACH payments numbered 1448 through 1455 and 165 through 173.

This page intentionally left blank.

Crosby Housing & Redevelopment Authority 2021 Ratios

Includes
only a few
YE JEs

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2021
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00	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	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	2.00	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2021
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	0.00	0.00	5.00	2.00	2.00	5.00	5.00	0.00	0.00	0.00	0.00	5.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		20.00	20.00	25.00	22.00	22.00	25.00	25.00	20.00	20.00	20.00	20.00	25.00

Total of Above Ratios	50		45	45	50	47	47	50	50	45	45	45	45	50
------------------------------	-----------	--	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2021
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	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 Capital Fund Troubled	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10		10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

This page intentionally left blank.

**PH Operating - Board
 Public Housing Operating - Board
 March, 2021**

	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-16,641.50	-198,387.50	-198,090.00	-297.50
100-000-3120.000 Excess Utilities	0.00	-612.00	-550.00	-62.00
100-000-3401.000 Operating Subsidy	-5,884.00	-101,709.00	-90,000.00	-11,709.00
100-000-3402.000 Capital Fund Revenue	-882.30	-278,395.82	-10,000.00	-268,395.82
100-000-3610.000 Interest Revenue	-0.35	2.33	0.00	2.33
100-000-3690.000 Other Income	-69.74	-96,126.71	-6,990.00	-89,136.71
100-000-3691.000 Other Tenant Revenue	-1,752.61	-6,213.37	-12,200.00	5,986.63
100-000-3695.000 Laundry Revenue	-280.50	-2,502.00	-2,280.00	-222.00
100-000-3699.000 POHP Grant Revenue	0.00	-162,617.86	0.00	-162,617.86
Total Income	-25,511.00	-846,561.93	-320,110.00	-526,451.93
Expense				
100-000-4110.000 Administration Salaries	1,448.32	18,776.03	18,830.00	-53.97
100-000-4130.000 Legal	1,115.95	5,059.55	2,250.00	2,809.55
100-000-4140.000 Staff Training	0.00	337.50	400.00	-62.50
100-000-4150.000 Travel	113.36	553.60	790.00	-236.40
100-000-4171.000 Auditing Fees	0.00	3,270.37	3,275.00	-4.63
100-000-4190.000 Sundry-Other Admin	37.50	530.00	350.00	180.00
100-000-4191.000 Management Fees	3,000.00	36,000.00	36,000.00	0.00
100-000-4194.000 Office Supplies	57.50	1,805.05	900.00	905.05
100-000-4195.000 Membership Dues	0.00	178.70	310.00	-131.30
100-000-4196.000 Telephone	78.22	864.03	720.00	144.03
100-000-4198.000 Advertising	624.39	1,712.91	485.00	1,227.91
100-000-4199.000 Postage	0.00	434.87	285.00	149.87
100-000-4210.000 Tenant Svcs Salaries	0.00	2,378.28	4,320.00	-1,941.72
100-000-4230.000 Tenant Services Other	21.39	260.13	1,300.00	-1,039.87
100-000-4310.000 Water	2,262.95	14,554.91	14,885.00	-330.09
100-000-4315.000 Sewer	3,430.61	22,342.94	21,905.00	437.94
100-000-4320.000 Electricity	1,608.25	18,511.65	21,205.00	-2,693.35
100-000-4330.000 Gas	2,040.15	6,632.81	12,085.00	-5,452.19
100-000-4431.000 Garbage & Trash	1,210.90	7,730.81	8,400.00	-669.19
100-000-4410.000 Maintenance Labor	3,000.00	36,289.68	42,070.00	-5,780.32
100-000-4420.000 Materials	3,109.29	13,312.46	13,000.00	312.46
100-000-4430.000 Contracts Costs	1,186.19	18,783.44	17,000.00	1,783.44
100-000-4432.000 Decorating Contract	2,746.06	10,592.31	9,000.00	1,592.31
100-000-4435.000 Grounds Contract	13.56	474.73	1,000.00	-525.27
100-000-4445.000 Elevator Maintenance	0.00	2,580.41	3,500.00	-919.59
100-000-4450.000 Plumbing/Heating	39.13	4,722.19	5,000.00	-277.81
100-000-4455.000 Snow Removal	237.72	883.84	2,400.00	-1,516.16
100-000-4456.000 Exterminating	59.00	420.00	1,240.00	-820.00
100-000-4457.000 Janitor/Cleaning	591.09	6,512.06	6,800.00	-287.94
100-000-4510.000 Insurance	1,856.74	22,280.00	20,380.00	1,900.00
100-000-4520.000 Property Tax	304.43	6,579.75	6,985.00	-405.25
100-000-4540.000 Employee Benefits	1,496.95	20,205.69	32,650.00	-12,444.31
100-000-4570.000 Collection Losses Tenan	5,698.92	5,698.92	6,540.00	-841.08
Total Expense	37,388.57	291,269.62	316,260.00	-24,990.38
Net Income(-) or Loss	11,877.57	-555,292.31	-3,850.00	-551,442.31

Crosby HRA
Edgewood Operating Stmt - Board
March, 2021

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-18,522.00	-220,092.00	-228,645.00	8,553.00
700-000-3120.000 Excess Utilities	-35.00	-1,773.00	-1,920.00	147.00
700-000-3404.000 Other Government Grant	-9,705.00	-107,270.00	-102,725.00	-4,545.00
700-000-3610.000 Interest Revenue	-1,863.25	-16,063.74	-31,800.00	15,736.26
700-000-3690.000 Other Income	-69.74	-1,472.02	-220.00	-1,252.02
700-000-3691.000 Other Tenant Revenue	-2.00	-5,753.96	-6,530.00	776.04
700-000-3695.000 Laundry Revenue	-806.00	-8,364.75	-7,945.00	-419.75
Total Income	-31,002.99	-360,789.47	-379,785.00	18,995.53
Expense				
700-000-4110.000 Administration Salaries	2,372.48	30,464.01	30,990.00	-525.99
700-000-4130.000 Legal	0.00	3,943.60	2,250.00	1,693.60
700-000-4140.000 Staff Training	0.00	337.50	600.00	-262.50
700-000-4150.000 Travel	102.80	471.76	750.00	-278.24
700-000-4171.000 Auditing Fees	0.00	3,270.38	3,275.00	-4.62
700-000-4190.000 Sundry-Other Admin	37.50	539.00	280.00	259.00
700-000-4191.000 Management Fees	4,500.00	54,000.00	54,000.00	0.00
700-000-4194.000 Office Supplies	57.50	1,995.70	900.00	1,095.70
700-000-4195.000 Membership Dues	0.00	178.70	310.00	-131.30
700-000-4196.000 Telephone	78.23	864.11	720.00	144.11
700-000-4198.000 Advertising	703.19	1,709.60	400.00	1,309.60
700-000-4199.000 Postage	0.00	434.88	280.00	154.88
700-000-4210.000 Tenant Svcs Salaries	0.00	3,567.37	6,480.00	-2,912.63
700-000-4230.000 Tenant Services Other	21.39	260.16	200.00	60.16
700-000-4310.000 Water	1,103.42	5,997.78	7,195.00	-1,197.22
700-000-4315.000 Sewer	1,864.34	10,204.64	11,910.00	-1,705.36
700-000-4320.000 Electricity	2,137.79	24,494.50	27,660.00	-3,165.50
700-000-4330.000 Gas	2,956.71	7,735.79	12,400.00	-4,664.21
700-000-4431.000 Garbage & Trash	493.86	2,172.12	2,200.00	-27.88
700-000-4410.000 Maintenance Labor	3,000.00	36,989.47	43,290.00	-6,300.53
700-000-4420.000 Materials	1,177.17	16,654.95	10,000.00	6,654.95
700-000-4430.000 Contracts Costs	1,824.57	12,336.87	13,000.00	-663.13
700-000-4432.000 Decorating Contract	204.74	14,307.51	11,000.00	3,307.51
700-000-4435.000 Grounds Contract	20.33	416.39	600.00	-183.61
700-000-4445.000 Elevator Maintenance	0.00	4,413.08	3,500.00	913.08
700-000-4450.000 Plumbing/Heating	0.00	5,841.87	12,000.00	-6,158.13
700-000-4455.000 Snow Removal	356.58	1,325.76	3,500.00	-2,174.24
700-000-4456.000 Exterminating	59.00	453.00	1,500.00	-1,047.00
700-000-4457.000 Janitor/Cleaning	549.11	9,256.38	8,200.00	1,056.38
700-000-4510.000 Insurance	1,509.24	18,110.00	22,770.00	-4,660.00
700-000-4520.000 Property Tax	500.04	8,414.18	8,475.00	-60.82
700-000-4540.000 Employee Benefits	1,730.18	23,253.67	37,780.00	-14,526.33
700-000-4570.000 Collection Losses Tenan	920.44	920.44	500.00	420.44
Total Expense	28,280.61	305,335.17	338,915.00	-33,579.83
Net Income(-) or Loss	-2,722.38	-55,454.30	-40,870.00	-14,584.30

**Housing and Redevelopment Authority of Crosby
Payment Summary Report
March 2021**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/11/2021	165	Alex Balster	\$89.60
3/11/2021	166	Eric Charpentier	\$35.84
3/11/2021	167	Erik Warner	\$18.48
3/11/2021	168	Shannon Fortune	\$35.84
3/25/2021	169	Mallory Smith	\$17.92
3/31/2021	170	Alex Balster	\$29.12
3/31/2021	171	Eric Charpentier	\$53.76
3/31/2021	172	Erik Warner	\$18.48
3/31/2021	173	Shannon Fortune	\$35.84
3/11/2021	1448	Lincoln Financial Group	\$262.50
3/11/2021	1449	Electronic Federal Tax Payment System	\$1,274.34
3/11/2021	1450	Minnesota Dept Of Revenue	\$212.35
3/25/2021	1451	Lincoln Financial Group	\$262.50
3/11/2021	1452	Minnesota State Retirement System	\$50.00
3/25/2021	1453	Minnesota State Retirement System	\$50.00
3/25/2021	1454	Electronic Federal Tax Payment System	\$1,125.94
3/25/2021	1455	Minnesota Dept Of Revenue	\$194.78
3/11/2021	118051	Aitkin Independent Age	\$311.40
3/11/2021	118052	Aramark	\$25.01
3/11/2021	118053	Borden Steinbauer And Kruger	\$713.50
3/11/2021	118054	Bremer Bank Credit Card	\$27.50
3/11/2021	118055	City Of Crosby	\$4,587.48
3/11/2021	118056	Crosby Ace Hardware	\$344.41
3/11/2021	118057	Crosby-Ironton Courier	\$152.12
3/11/2021	118058	Ctcit	\$325.00
3/11/2021	118059	HDS, Inc.	\$120.00
3/11/2021	118060	Hd Supply Facilities Maint	\$38.10
3/11/2021	118061	Minnesota Energy Resources	\$2,345.75
3/11/2021	118062	Minnesota Power	\$26.00
3/11/2021	118063	Minnesota Power	\$90.00
3/11/2021	118064	Minnesota Power	\$54.00
3/11/2021	118065	Void	\$0.00
3/11/2021	118066	Nisswa Sanitation Inc	\$411.56
3/11/2021	118067	Verizon Wireless	\$129.25
3/17/2021	118068	Tenant Refund	\$256.00
3/25/2021	118069	Borden Steinbauer And Kruger	\$402.45
3/25/2021	118070	Bremer Bank Credit Card	\$27.50
3/25/2021	118071	Ctc	\$425.89
3/25/2021	118072	Guardian Pest Control	\$118.00
3/25/2021	118073	Holiday	\$52.58
3/25/2021	118074	Rental History Reports	\$25.00
3/25/2021	118075	ShofCorp LLC	\$75.48
3/25/2021	118076	Visa–Unity	\$712.49
3/31/2021	118077	Aramark	\$50.02
3/31/2021	118078	City Of Crosby	\$4,955.48

Housing and Redevelopment Authority of Crosby
Payment Summary Report
March 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/31/2021	118079	Crosby Ace Hardware	\$426.44
3/31/2021	118080	Crosby-Ironton Courier	\$76.06
3/31/2021	118081	Ctcit	\$325.00
3/31/2021	118082	Dearborn National Life Ins Co	\$12.15
3/31/2021	118083	Hd Supply Facilities Maint	\$157.81
3/31/2021	118084	Holden Electric Co. Inc.	\$1,022.20
3/31/2021	118085	Holiday	\$16.72
3/31/2021	118086	Jobs HQ	\$788.00
3/31/2021	118087	Judy Robinson	\$1,050.00
3/31/2021	118088	Majestic Creations Landscape	\$594.30
3/31/2021	118089	Minnesota Energy Resources	\$2,651.11
3/31/2021	118090	Minnesota Power	\$3,746.04
3/31/2021	118091	Nisswa Sanitation Inc	\$411.56
3/31/2021	118092	Rental History Reports	\$75.00
3/31/2021	118093	Sherwin-Williams	\$458.76
3/31/2021	118094	ShofCorp LLC	\$75.48
3/31/2021	118095	The Office Shop	\$184.63
3/31/2021	118096	Verizon Wireless	\$129.25
3/31/2021	118097	Visa-Unity	\$3,107.51
3/31/2021	118098	West Central Flooring	\$2,249.72
		Report Total	\$38,127.00



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

To: Crosby HRA Board Members
From: Shannon Fortune, Housing Manager
Date: April 6, 2021
Re: Housing Manager Report

Tenant Activities Update

One candidate was interviewed for the position of tenant activities coordinator in March. The candidate comes with a wealth of experience and had some insightful and novel suggestions as to opportunities for tenant engagement, including how to offer remote/socially-distanced options. We will be checking references and then hopefully continuing the conversation with this candidate in the coming weeks. There were 26 participants in the NAPS food delivery program last month.

Public Housing Lease Project Update

All Public Housing tenants are being provided with updated lease packets after it was discovered that an incorrect HUD model lease has been mistakenly used in all but the most recent move-ins. Also, many tenant files were found to be missing vital attachments or contain pages left blank or unsigned. Tenants have a 30-day window in which they can review the lease packet and return it. The alternative to signing the lease is to provide a proper move-out notice, as the proper lease is required by HUD regulations. Now that we are aware of the problem, we are required to correct it. All files will be noted with an explanation as to why this occurred.

Edgewood OCAF Rent Increase

All Edgewood tenants have received a proper notice regarding the annual HAP contract OCAF rent increase (approved by HUD in Dec-2020), which will go into effect on 5/1/2021. This year the HAP contract rent has increased \$11.00/month for a 1-bedroom and \$12.00/month for a 2-bedroom.

COVID-19 Vaccination Clinic

A vaccine clinic was not possible on-site due to the relatively small numbers of tenants that were still struggling with locating a provider. CRMC has been wonderful in providing resources and even worked with some of our tenants prior to admin staff approaching them to provide for in-home vaccination. Information on how to locate a vaccine has been posted on the bulletin boards and anyone that is struggling can connect with Mallory or Shannon for help in that process.

Monthly Property Performance Reports for March 2021

Please see Attachment 3a.

No Action Requested; Discussion Items

This page intentionally left blank.

Crosby Housing and Redevelopment Authority
Monthly Property Performance Report
March 2021

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	37	n/a	n/a	2	95%
Family Units	20	18	n/a	n/a	2	90%
TOTAL	120	116	0	0	4	97%

3. Customer Traffic

Applications Requested	19
Applications Placed on PH Wait List	14
Applications Denied on PH Wait List	2

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	35	3	2	1
2 bdrm	13	7	2	1	0
3 bdrm	6	9	0	0	0
4 bdrm	2	4	0	0	0
TOTAL	120	55	5	3	1

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	0	18
Move-Outs	2	23

*Starting 4/1/2020

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW#102	1BR	TBD	Caretaker Unit
DW#309	1BR	04/15/21	In Process
SS#502	2BR	TBD	Screening
SS#505	2BR	04/15/21	In Process

7. Recertifications

Interim Recertifications	3
Annual Recertifications	5
Completed for this month	8

8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	5
Number inspected for the month	0
Number completed year-to-date	5
Total left to be inspected this year	115
Have all building system inspections been completed?	Completed
If yes, please enter date	by 3/31/2021

**Starting 4/1/2020*

9. Lease Enforcements

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

10. Evictions

Resident	Reason	Summons Date	Judgment Action
SS#502	Violent Behavior	03/17/21	Evicted

11. Non-Emergency Work Orders

Beginning Balance	4
Received	20
Closed	23
Ending Balance	1
Total Completed Work Orders for Year	312

**Starting 4/1/2020*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	11
Completed within 24 hours	0	11
Percent completed within 24 hours	n/a	100%

**Starting 4/1/2020*

13. Rent Collection

	This Month
Rent Charges	32,421
Other Charges	59
Total New Charges	32,480
Arrears, tenants in possession	27

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	25
Current Rent Charges	32,421
Current Rent Collections	32,396
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	4,079
Prior Rent Charges	420,782
Collection Rate	99%

This page intentionally left blank.



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088

FAX (218) 546-5041

www.crosbyhra.org

To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: April 13, 2021
Re: Executive Director Report

Maintenance Supervisor Position Update

We have interviewed candidates and we are hoping to make a job offer within the next few days. We are looking forward to bringing an individual on board to help support the maintenance staff in place in Crosby.

Ongoing COVID-19 Response

There have been no changes in the COVID-19 response in the past month. Staff continues to monitor a number for federal- and state-level sources to ensure that our response is consistent with other PHAs while still being appropriate for our own community's needs. Vaccinations are open to all adults in the state of Minnesota and we encourage any and all tenants and staff to schedule an appointment if they so choose.

No Action Requested; Discussion Items

This page intentionally left blank.