

**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING**

**January 17, 2023
8:30 a.m.
227-27th Street, Newport News**

1. Pledge of Allegiance to the Flag of the United States of America
2. Roll Call
3. Consider approval of minutes of regular meeting, December 22, 2022
4. Election of Officers of Board of Commissioners
 - a. Chairman
 - b. Vice-Chairman
5. Consider motion affirming appointments
 - a. Secretary-Treasurer
 - b. Assistant Secretary-Treasurer
6. Communications
7. New Business
 - a. Consider a resolution approving a Purchase and Sale Agreement for 332 34th Street and 3305 Warwick Boulevard to Jonathan Provost
8. Report to the Board
9. Closed session in accordance with the Virginia Freedom of Information Act, Code of Virginia, Section 2.2-3711
10. Consider adoption of resolution certifying a Closed Meeting in conformity with Virginia law.
11. Any other business to come before the Board.
 - Comments from the Public: *(Time Limit 5 Minutes)*
12. Adjournment

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
December 20, 2022**

Having duly given public notice, the Board of Commissioners of the Newport News Redevelopment and Housing Authority met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 8:30 a.m. on Tuesday, December 20, 2022.

Pledge of Allegiance

Commissioner Holley led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

Roll Call

The meeting was called to order by the Chairman, and those present were as follows:

Commissioners present: -

Kenneth Penrose
Lisa Wallace-Davis
William Black
George Knight
Lou Call
Barbara Holley
Thaddeus Holloman

Also present:

Raymond H. Suttle, Jr
Jones, Blechman, Woltz & Kelly, P.C.

Karen R. Wilds
Executive Director

Lysandra Shaw
Deputy Executive Director

Carl V. Williamson
Director of Housing

Valarie Ellis, Director
Administrative Services

Lisa Dessoify, Director
Finance

David Staley, Director
Community Development

Teresa Bennett
Executive Assistant

Justin Orie
NNRHA IT Department

Steve Morales
NNRHA CNI Project Manager

Torkeesha Brooks
NNRHA Executive Assistant

William Nusbaum – via Zoom
Williams Mullen

Tricia Wilson – via Zoom
City of Newport News

Jamesa Parker
Citizen

DeAnna Smith
Citizen

Approval of Minutes, November 15, 2022

Commissioner Black moved that the minutes of the meeting of the Board of Commissioners held on November 15, 2022 be approved. The motion was seconded by Commissioner Knight and passed with a unanimous vote.

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Communications

The following communications were provided to the Board and reviewed by the Executive Director. 1) A letter from the U.S. Department of Housing and Urban Development (HUD), dated November 22, 2022 regarding approval of waivers to increase payment standards. 2) An editorial opinion letter from the Washington Post, dated November 26, 2022, concerning Governor Youngkin wanting to focus on regulatory barriers to housing development. 3) A picture of the Ribbon Cutting at the Lift & the Rise as well as a Press Release from the City of Newport News. 4) An article from the Daily Press, dated December 7, 2022, concerning the completion of the first phase of the revitalization project and the mixed-use development featuring affordable housing and retail space.

New Business

Public Hearing

Chairman Penrose announced that a public hearing was being held to receive comments on the Public Housing Agency Plan Amendment for Fiscal Year 2022-2026 which includes the Annual Plan for Fiscal Year 2022, Housing Choice Voucher Payment Standards, Revised Utility Allowances for Public Housing-Section 8 HCV Program and Public Housing Flat Rents.

A notice appeared in the Daily Press on October 10, 2022 stating the proposed amendments were available for public examination at the Authority's office at 227 27th Street, Newport News, VA, Public Housing Management Office.

No public comments or emails were made or received.

Commissioner Davis made a motion to close the Public Hearing. Commissioner Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

**The Board of
Commissioners of
the Newport News
Redevelopment and
Housing Authority
Authorizing
Amendment to the
Five Year/Annual
Plan and establishing
Flat Rents**

The Board had been provided copies of a resolution authorizing Public Housing Flat Rents – Agency Plan Amendment. The Department of Housing and Urban Development (HUD) regulations require Housing Authorities to develop a flat rent schedule for each public housing complex. The flat rent is based on the market rent charged for comparable units in the private, unassisted rental market. These schedules are a component of our Agency Plan. An Authority may set their flat rents no lower than 80% of the fair market rent (FMR) in their metropolitan area. Families' rents will change at their next income re-examination. Families still have the option of selecting the Income Based rent, which may be lower. The Authority currently has eleven of the 839 families in public housing paying the Flat Rent. The proposed Flat Rent Schedule was provided to the Board. In order to address hardships by any increased rents, staff will continue to phase in the flat rent increase by \$50.00 quarterly until the new amount is achieved.

Commissioner Davis made a motion to approve the resolution. Commissioner Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

**The Board of
Commissioners of
the Newport News
Redevelopment and
Housing Authority
Authorizing the
Housing Choice
Voucher Program
Payment Standards
and Amendment to
the Five Year/Annual
Plan**

The Board had been provided copies of a resolution approving the Housing Choice Voucher (HCV) Payment Standards – Agency Plan Amendment. The Housing Choice Voucher Payment Standard is used to calculate the housing assistance payment for families participating in the Housing Choice Voucher program and is the maximum monthly assistance payment allowable. In accordance with The United States Housing and Urban Development (HUD) regulations and at the Housing Authority's (HA) discretion, the Voucher Payment Standard amount may be set by the HA between 90 percent and 110 percent of the HUD published Fair Market Rent (FMR). FMR's are gross housing cost estimates established by HUD for a metropolitan area that include both shelter rent paid by the tenant to the landlord and the cost of tenant paid utilities. The HA reviews the appropriateness of the Payment Standard annually when the new FMR is published and adopts a payment standard for our jurisdiction. This schedule is a component of our Agency Plan.

In December of 2021 the Board acted to establish the Payment Standard at 105% of the FMR. In June, 2022 HUD approved a new payment standard at 120% of the FMR due to rental market fluctuations, increases in family rent burdens and potential housing instability concerns. This current waiver is in effect through December 31, 2022. Ms. Wilds stated in an effort to provide an extension of currently approved waivers for new payment standards at 120% of FMR the Authority requested and were approved by HUD for an extension of FY 2023 FMR's at 120% through December 31, 2023. A chart approving the current proposed Payment Standards was provided to the Board. Ms. Wilds recommended the Board approve the increase to the Payment

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
December 20, 2022**

Standard to reflect current market conditions. These changes will be effective for current HCV clients at each family's next regular reexamination and will become effective January 1, 2023.

Commissioner Knight made a motion to approve the resolution. Commissioner Davis seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

The Board of Commissioners of the Newport News Redevelopment and Housing Authority Authorizing Amendments to the Admissions and Continued Occupancy Policy, Housing Choice Voucher Administrative Plan and Five-Year Plan to Address Project Based Housing Assistance

The Board had been provided copies of a resolution authorizing changes needed to the Admissions and Occupancy Policy and the Housing Choice Voucher Administrative Plan. Ms. Wilds stated this change addresses the policy for families with a Project Based Voucher, their right to move and circumstances surrounding the potential issuance of a Tenant Protection Voucher (TPV).

Commissioner Davis made a motion to approve the resolution. Commissioner Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

The Board of Commissioners of the Newport News Redevelopment and Housing Authority Authorizing revised utility Allowances for Public Housing and the Section 8 HCV program and amendment to the 5 Year Plan

The Board had been provided copies of a resolution authorizing revisions to the Utility Allowances for Public Housing (PH) and Section 8 Housing Choice Voucher (HCV). The Authority contracted with Management Resource Group, Inc. to review and update utility allowances for Section 8 HCV and for each NNRHA Public Housing complex. This study establishes, by complex and unit size, and estimate of reasonable utilities consumption levels by an energy conserving household of modest circumstances.

HUD regulations require a revision of allowances for a utility category rate change by 10% or more since the last review. The utility that changed by 10% or more was Natural Gas, Fuel Oil and Propane Gas. Copies of the proposed public housing utility allowance schedule by complex were delivered to all public housing residents and posted in management offices for the review of all effected residents on October 13, 2022. This information was also posted on the website. Ms. Wilds recommended we adopt the rate schedules, provided to the Board, to better reflect actual utility costs to the Authority and to our Public Housing and Housing Choice Voucher clients.

Commissioner Black made a motion to approve the resolution. Commissioner Davis seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

The Board of Commissioners of the Newport News Redevelopment and Housing Authority Authorizing Choice Neighborhoods Initiative Supplemental Funding Application Submission to the United States Department of Housing and Urban Development

The Board had been provided copies of a resolution authorizing submission of a supplemental funding application to the United States Department of Housing and Urban Development. The Choice Neighborhood Initiative (CNI) is a U.S. Department of Housing and Urban Development (HUD) program that leverages public and private investments to replace distressed public housing and transform neighborhoods of concentrated poverty into neighborhoods of opportunity. The three core goals of CNI are Housing, People and Neighborhood. Since being awarded the Implementation Grant the City and NNRHA have worked diligently to implement the transformation plan. The first phase of the Housing plan is now complete and the second phase of the Housing, located on the former Ridley site, is beginning construction. However, Newport News, like many other current CNI Implementation Grantees, has struggled to absorb significant cost increases resulting from the COVID-19 pandemic and related supply chain disruptions. HUD recognizes these challenges and this year's CNI Notice of Funding Opportunity (NOFO) provides the opportunity for previously awarded Implementation Grantees to apply for competitive supplemental grants to help address such financing gaps. The Marshall-Ridley CNI project may be eligible for an additional \$5 million to be used exclusively for a future housing development phase. NNRHA and the City intend to submit the necessary application prior to the January 11, 2023 deadline and will seek the full additional allocation of \$5 million to assist with the next housing phase.

Commissioner Davis made a motion to approve the resolution. Commissioner Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

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The Board of Commissioners of the Newport News Redevelopment and Housing Authority Authorizing the Formation of and Requesting Newport News City Council approval of Choice Neighborhood V-Downtown LLC, Choice Neighborhood VI-Downtown LLC and Choice Neighborhood Downtown Commercial Partners LLC and the Managers of the Corresponding Limited Companies; Choice Neighborhood V-Downtown Development Corporation, Choice Neighborhood VI-Downtown Development Corporation and Choice Neighborhood Downtown Commercial Partners Development Corporation

The Board had been provided copies of a resolution authorizing the formation of three new ownership entities and corresponding managers necessary for the third phase of the Choice Neighborhood Initiative (CNI) housing development to be constructed in downtown.

In preparation for the phase 3 housing development downtown, the City, NNRHA and its development partner, Pennrose, LLC, have begun planning this project. Funding will come from multiple sources, with most of the financial support for the housing development coming from the Low-Income Housing Tax Credit (LIHTC) program. Because of limited annual LIHTC allocations, it is necessary to break the phase 3 development plan into smaller components to be competitive in Virginia Housing's 2023 LIHTC application round. This action will require separate ownership entities to be created for each housing development as well as the commercial space.

Ms. Wilds stated as in earlier NNRHA initiated tax credit developments, the utilization of LIHTC's required that a separate development corporation and a limited liability company be formed for (1) limiting any liability in this venture to the project itself and not exposing other Authority assets in the event of unforeseen issues; and (2) allocating depreciation (per IRS regulations) to the investor entity which will ultimately hold a 99.99% interest in the development. The NNRHA Board of Commissioners will serve on the Development Corporations Board of Directors (which will control all aspects of the development) of the limited liability corporation, the owner.

The resolution authorizes the formation of the Choice Neighborhood V-Downtown LLC, Choice Neighborhood VI-Downtown LLC and Choice Neighborhood Downtown Commercial Partners LLC and the managers of the corresponding LLC's; Choice Neighborhood V-Downtown Development Corporation, Choice Neighborhood VI-Downtown Development Corporation and Choice Neighborhood Downtown Commercial Partners Development Corporation. The formation of these entities is subject to City Council approval under Title 36 of the Code of Virginia, which enumerates the activities of redevelopment and housing authorities in the State.

Commissioner Black made a motion to approve the resolution. Commissioner Davis seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

The Board of Commissioners of the Newport News Redevelopment and Housing Authority authorizing Charge off of Tenants' Accounts Receivable

The Board had been provided copies of a resolution authorizing tenants' accounts receivable charge-off, five months, ending September, 2022 for all Public Housing properties. There are 29 accounts recommended for charge-off action with a total dollar value of \$62,532.17 for the period of May 1, 2022 – September 30, 2022. The average amount per vacated account is \$2,156.25. Recoveries from previously charged-off accounts are \$5,404.38 for the current fiscal year. This reduces our actual loss to \$57,126.79 this fiscal year representing 2.47% of anticipated rents. We budget 2% of our net rental revenue as a collection loss.

Commissioner Knight made a motion to approve the resolution. Commissioner Holloman seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

The Board of Commissioners of the Newport News Redevelopment and Housing Authority authorizing the Execution, Delivery and Performance of a Modification Agreement and a Forbearance Agreement relating to its not to exceed \$16,300,000 Newport News Redevelopment and Housing Authority

The Board had been provided copies of a resolution allowing for a Modification Agreement related to the \$16,300,000 Multifamily Note for Choice Neighborhood IV-R Project Series 2022. Ms. Wilds stated the Authority closed on the construction financing for the on-site Ridley Place redevelopment in late November. Since that time the developer, Pennrose, has been in discussion with the lenders about the concern for needing more flexibility related to construction milestones and deadlines. This is a very complex project involving extensive public infrastructure and stormwater improvements to support the housing development. Because of uncertainties related to labor shortages and supply chain problems, all parties have determined that a modification agreement could accommodate the flexibilities needed. Mr. Suttle and Mr. Nusbaum were available to answer any questions.

Commissioner Black made a motion to approve the resolution. Commissioner Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

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**Multifamily Note
(Choice
Neighborhood IV-R
Project_), Series
2022, issued for the
benefit of Choice
Neighborhood IV-R
LLC**

Report to the Board

A Report to the Board for December, 2022 had been provided to the Commissioners. A copy of the subject report is on file in the office of the Executive Director.

Mr. Williamson reported members of Omega Psi Phi fraternity delivered 20 Thanksgiving baskets to residents at Pinecroft on November 19th. Members of St. Vincent De Paul Catholic Church delivered 10 Thanksgiving baskets to families in Marshall Courts and Aqueduct on November 21st. Residents were very appreciative.

Ms. Dessoify reported the 2023 Operating Subsidy Budget was submitted to HUD.

Ms. Shaw reported preliminary planning for Phase III, downtown housing, is underway. HUD has issued an additional funding opportunity for existing CNI grantees. The CNI team is evaluating the \$5M funding opportunity for a January submittal. If awarded the Authority will have 1 year to spend on CNI. A tour of the Lift & the Rise was held on November 22nd for former Ridley residents. A total of 20 residents participated. Ms. Shaw welcomed Steve Morales, CNI Project Manager and Torkeesha Brooks, Executive Assistant. The Lift & the Rise is compiled of two buildings. Building two should be completed by the end of December. Building one should be completed mid-late January, with the townhouses following. The retail space is anticipated to completed mid-late February. We have sent out a mailing to the former Ridley residents letting them know about the application process and Pennrose should be reaching out to them soon to let them know what they will need for their application. Next month they should begin leasing up.

Ms. Ellis reported the Authority received the Low Loss Ratio Award from the Housing Authority Insurance Group for the 2018-2020 policy years. The awards are determined using general liability claims data and a loss ratio below 50% over the three policy years.

Mr. Staley reported on the Capital Activity. Marshall Courts Phase VII – application to HUD requesting demolition approval of 88 units and the required historic review process are underway. Submission to HUD is expected early in 2023. Orcutt Townhomes I – on-going Rental Assistance Demonstration (RAD) conversion communication from NNRHA staff is being maintained with residents. RAD conversion will take place in early 2023. Plans and specifications for the proposed renovation work are 60% complete and currently being reviewed by NNRHA staff.

Ms. Wilds reminded the Board that the Conflict of Interest forms will be mailed to the Board Members by the City Clerks office the beginning of January and will be due back to the Clerks office by January 31, 2023. Also, we will plan on taking the Board members on a tour of the Lift and the Rise after the January meeting.

Closed Session

Other Business

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:17 a.m.

Secretary-Treasurer

ITEM NO. 4

Election of Officers of Board of Commissioners

- a. Chairman
- b. Vice-Chairman

ITEM NUMBER 5

Consider motion affirming appointments

- a. Secretary-Treasurer
- b. Assistant Secretary-Treasurer

ITEM NO. 6

COMMUNICATIONS

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Sentara invests \$11M in Newport News revitalization

Health system supporting Marshall-Ridley initiative

PUBLISHED DECEMBER 22, 2022

BY [KATHERINE SCHULTE \[HTTPS://WWW.VIRGINIABUSINESS.COM/BYLINE/KATHERINE-SCHULTE/\]](https://www.virginiabusiness.com/byline/katherine-schulte/)

Sentara Healthcare invested \$11 million in Newport News' Marshall-Ridley Choice Neighborhood revitalization initiative, the Norfolk-based health system announced Wednesday.

Sentara is providing \$11 million in loan financing support for the project's second phase, which focuses on the former Ridley Place neighborhood. The project is part of the U.S. Department of Housing and Urban Development's Choice Neighborhood Initiative, which uses public and private investments to revitalize neighborhoods by replacing distressed public housing.



Marshall-Ridley Choice Neighborhood Initiative phase two rendering. Rendering courtesy city of Newport News

“Sentara’s support of the Marshall-Ridley Choice Neighborhood Initiative is another step in our ongoing journey to improve community health and wellness, create economic opportunity, and address social determinants of health,” Aubrey Layne, Sentara’s executive vice president of governance and external affairs, said in a statement.

The design plans for this phase include a three-story, 41-unit apartment building on the corner of Jefferson Avenue and 16th Street that will feature retail space on the ground floor. The plans also include 14 two- and three-story buildings with 114 townhomes, a walking and biking trail and an early childhood development center.

The city of Newport News, Newport News Redevelopment and Housing Authority and developer Penrose are leading the project’s development. Richmond-based Breeden Construction is the contractor, and construction is expected to be complete in late 2024.

“There is a direct correlation between high-quality housing and positive community health outcomes,” Karen Wilds, executive director of the Newport News Redevelopment and Housing Authority, said in a statement. “Sentara’s strategic commitment to the Choice Neighborhood Initiative ensures equitable health outcomes for all residents, regardless of their race and socioeconomic status.”

In 2019, the city of Newport News and the Newport News Redevelopment and Housing Authority received a \$30 million grant from HUD’s Choice Neighborhoods Initiative, which the city used to develop its plan for the Marshall-Ridley area. The development partners held a ribbon cutting for the first phase of housing — a mixed-use development with apartments, townhomes and retail space — on Dec. 8.

Goals for the second phase include:

- providing a variety of housing options;
- integrating housing types so they are indistinguishable;
- providing affordable housing equitably;
- increasing homeownership rates; and
- fostering community.

An \$11 billion not-for-profit health system with 12 hospitals in Virginia and North Carolina, Sentara employs about 30,000 workers, including 1,375 physicians and advanced practice providers. In 2022, Sentara awarded more than \$10 million in funding to nearly 170 community and faith-based organizations to address social determinants of health.

[<https://content.yudu.com/web/1sfs5/0A1shn6/December2022/html/index.html>] **Subscribe to Virginia Business.** [<https://www.virginiabusiness.com/subscribe/>] **Get our daily e-newsletter.** [https://visitor.r20.constantcontact.com/manage/optin?v=001GdFFDTteOV3dqXhRWTcYhwVSgZ6wOBvL5vt7KttGda2FgQB-O3S2he9AVmAxXkqA3rdLMjwQEL3ZTbnOpu4HMPjve8RxIZfyoGe0B1SwjmdOeZeWdF5i_w%3D%3D]

Related Stories

[Sentara Healthcare names new general counsel](https://www.virginiabusiness.com/article/sentara-healthcare-names-new-general-counsel/)

[<https://www.virginiabusiness.com/article/sentara-healthcare-names-new-general-counsel/>]

Earl Barnes was chief legal officer for Amita Health

[<https://www.virginihealthcare-names-new-general-counsel/>]

ITEM NUMBER 7

New Business

- a. Consider a resolution approving a Purchase and Sale Agreement for 332 34th Street and 3305 Warwick Boulevard to Jonathan Provost

7a

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

Date: January 10, 2023
To: Board of Commissioner's
From: Karen R. Wilds, Executive Director 
Subject: Sale of 332 34th Street and 3305 Warwick Boulevard

At the request of the City of Newport News, the NNRHA acquired the property at 332 34th Street and 3305 Warwick Boulevard in March 2021. This property, the former Peninsula Catholic High School had most recently been owned and occupied by Youth Challenge of Hampton Roads, an agency providing residential addiction recovery services. The agency recently changed their name to Faith Recovery.

The Authority leased the property back to the non-profit, at purchase, in order to allow Faith Recovery the needed time to find an alternate location.

In April 2022, the Authority entered into a Letter of Intent (LOI) with Jonathan Provost which served as the basis for a Purchase and Sale Contract and a Development Agreement for the property. The LOI gave the Developer a right to access the property for preliminary due diligence and testing purposes.

The developer intends to accomplish an adaptive re-use historic preservation of the building and anticipates approximately 35 market rate units in the building.

The proposed transaction with Mr. Provost consists of the sale of 332 34th Street comprising 1.150 acres and an approximate 47,370 square foot building (see exhibit A of the attached contract.) The sales price of \$725,000 requires a \$10,000 deposit to be made in early February and \$240,000 to be paid at closing which is projected to be by late August. In the meantime, the Developer will commence an Environmental Phase II study, seek an Historic District Designation study and initiate asbestos and UST remediation.

Seller financing is proposed for the purchase price balance of \$475,000 at a 5% fixed interest rate. Principal payments will be made according to the schedule in the Agreement when certain timelines are met. The final payment is due at such time when 60% of the rental units are leased.

The Agreement also allows for two-year option on the portion of the site at 3305 Warwick Boulevard. The purchase price for the optioned property is proposed to be for the then current real estate assessment plus 10%.

The attached Purchase and Sale Agreement which has been reviewed by legal counsel is recommended for your approval.

Attachment: Purchase and Sale
Agreement

**RESOLUTION OF THE NNRHA BOARD OF COMMISSIONERS APPROVING A
PURCHASE AND SALE AGREEMENT FOR 332 34TH STREET AND 3305 WARWICK
BOULEVARD TO JONATHAN PROVOST.**

WHEREAS, the City of Newport News requested the Newport News Redevelopment and Housing Authority (NNRHA) purchase property at 332 34th Street and 3305 Warwick Boulevard; and

WHEREAS, the NNRHA acquired the property on 332 24th Street and 3305 Warwick Boulevard in March 2021; and

WHEREAS, Jonathan Provost has expressed interest in developing the property for market rate multi-family housing; and

WHEREAS, Mr. Provost is desirous of initiating an Historic District designation in the downtown to include this site; and

WHEREAS, the NNRHA and Mr. Provost entered into a Letter of Intent regarding the property in April 2022; and

WHEREAS, Mr. Provost is seeking to consummate a Purchase and Sale Agreement for the property which includes an option to later purchase 3305 Warwick Boulevard;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners approve a Purchase and Sale Agreement to be dated February 1, 2023. The development project will be subject to a Development Agreement to be negotiated by the Executive Director and Mr. Provost and subject to legal counsel review.

PURCHASE & SALE AGREEMENT

THIS AGREEMENT, made this FEBRUARY 1, 2023, by and between **NEWPORT NEWS REDEVELOPMENT & HOUSING AUTHORITY**, (herein referred to as “Seller”); and **JONATHAN PROVOST** and/or or assigns, (herein referred to as “Buyer”); and **HARVEY LINDSAY COMMERCIAL REAL ESTATE** (herein referred to as “Agent”).

WITNESSETH:

1. a) **Property.** Seller agrees to sell and Buyer agrees to buy at the price and upon the terms and conditions herein set forth that certain Special Use Property located at 332 34th Street, Newport News, VA described as the Faith Recovery Men’s Shelter comprising of one (1) building totaling: 47,370 ± sf special use freestanding located on ± 1.150 acres with a legal description “9 THRU 16 & 37 THRU 48” reference: Parcel ID 305.03-03-17, hereinafter described as the “Property” with further description on Exhibit “A” attached.

1. b) **Option Property.** Conditioned upon Buyer closing on the Property and complying with the terms of the Development Agreement, Buyer, for a deposit of \$5,000.00 (the “Option Deposit”), will be granted an option to purchase the real property located at 3305 Warwick Boulevard (one (1) lot PID 305030309) (the “Option Property”) for a period of two (2) years from the Closing of the Property, hereinafter described as the “Option Property” with further description on Exhibit “A” attached. The Option Deposit shall be paid at Closing of the Property. An Option Agreement will be executed at the time the Agreement is executed. The purchase price for the Option Property shall be the then-current real estate assessment plus 10%. The \$5,000 Option Deposit shall apply to the purchase price of the Option Property or if the option is not exercised, forfeited to the Seller.

2. **Purchase Price.** The purchase price (the “Purchase Price”) for the Property shall be **SEVEN HUNDRED TWENTY-FIVE THOUSAND and 00/100 Dollars (US\$ 725,000.00)**. The Purchase Price shall be payable as follows:

(a) **Deposit.** On FEBRUARY 7, 2023, Buyer will deposit the sum of **TEN THOUSAND and 00/100 Dollars (\$10,000.00)** with Thompson Law Group, PLLC as an escrow agent to be credited to the Purchase Price as closing. The Deposit at Buyer’s sole discretion will be fully refundable to Buyer until the expiration of the Inspection Period. If Buyer does not terminate prior to the end of the Physical Phase I Inspection Period as set forth in Section 9(a), the Deposit will be non-refundable but applicable to the Purchase Price. Further details related to the Deposit are described herein in Section 20 below.

(b) **Promissory Note.** The sum of **FOUR HUNDRED AND SEVENTY-FIVE THOUSAND AND 00/100 DOLLARS (\$475,000.00)** shall be financed by Seller in the form of a Note secured by the First Deed of Trust on the Property. The note will be interest-only accruing at FIVE Percent (5.0%) fixed. The Buyer is obliged to make principal payments as follows:

Trigger Action	Amount of Note Paid
Building Permit Approval	\$100,000.00
Wall rough-in to be defined as all demolition is completed, underground plumbing is completed, concrete poured back walls standing, with electrical/plumbing/mechanical inspection wall passed	\$100,000.00
Certificate of Occupancy approval	\$100,000.00
30% of unit Leased	\$100,000.00
60% of unit Leased	\$75,000.00
Total	\$475,000.00

The full amount shall be paid no later than NOVEMBER 30, 2024.

The form of said Promissory Note, and First Deed of Trust & Assignment of Rents are attached hereto and referenced as Exhibit "C", Exhibit "D", respectively.

(c) **Balance of the Purchase Price at Closing.** The balance of the Purchase Price in the sum of **TWO HUNDRED AND FORTY THOUSAND AND 00/100 DOLLARS (\$240,000.00)** shall be paid by Buyer to Seller by immediately available funds at Closing hereunder. Likewise, Escrow Agent shall release to Seller the Deposit at Closing hereunder

3. Condition. The property will convey is an AS-IS condition.

4. Contingencies. Buyer's obligations to close will be expressly subject to satisfaction of the following conditions:

- a) **Acceptable Deed and Title:** Buyer must receive a special warranty deed conveying the Property therein in a form acceptable to Buyer. Buyer must obtain a title insurance policy in a form acceptable to Buyer, subject to all easements, conditions, covenants, reservations and restrictions of record, affecting subject property and constituting constructive notice thereof.
- b) **Satisfactory Inspection:** Buyer must inspect and investigate the physical and financial condition of the Property.
- c) **Financing:** Purchase Financing at terms satisfactory to the Buyer.
- d) All occupants must vacate the Property prior to Closing or Buyer may, at Buyer's sole option, agree to allow the occupants or tenants to remain at agreed terms.
- e) **Municipal Site Plan approval.**
- f) **Development Agreement between Seller and Buyer (made part of the Agreement as Exhibit "F")**

If any of these contingencies are not satisfied, Buyer may terminate the Contract during the Due Diligence Inspection Period, and the Deposit will be returned to Buyer.

5. Historic Tax District: Should Closing occur, the Seller agrees to a **TWENTY-FIVE THOUSAND AND 00/100 DOLLARS (\$25,000)** debit at Closing be shown on to the Settlement Statement funded from Seller proceeds and disbursed to pay for the Downtown Newport News Historic District application and approval.

6. Closing. The closing of the sale and purchase of the Property (the "Closing") shall be held at the Buyer's attorney's office **THIRTY (30) Days** after the expiration of Entitlement Period or at such earlier date which is mutually agreeable between Buyer and Seller unless extended to permit Seller to cure the Other Title Exceptions (defined below). Seller agrees to deliver title and possession of the Property to Buyer at Closing by Special Warranty Deed, free and clear of all liens and encumbrances of any kind or description except the Permitted Title Exceptions (defined below), and in the same condition that exists at the expiration of the Due Diligence Inspection Period, as may be extended, except for ordinary items of wear or tear.

7. Title.

(a) Buyer shall examine title to the Property during the Due Diligence Inspection Period to determine whether the same is good and marketable and can be insured by a recognized title insurance company of its choice at standard rates for the amount of the Purchase Price, subject only to title exceptions that do not materially and adversely affect the Buyer's intended use of the Property (the "Permitted Title Exceptions"). Buyer's intended use of the Property is residential housing.

(b) In the event that Buyer will not, because of a cloud on or deficiency in the title to the Property, be able to obtain title insurance in accordance with the provisions of Section 4, above, it will, not later than the last day of the Due Diligence Inspection Period, send written notice to Seller stating that title insurance cannot be obtained in accordance with Section 4 and specifying the unacceptable title exceptions as to why insurance cannot be obtained (the “Other Title Exceptions”).

(c) If Seller fails or elects not to attempt to remove or otherwise resolve the Other Title Exceptions within ten (10) days after receipt of the report from Buyer, then Buyer shall either (i) terminate this Agreement by giving written notice of termination to Seller and Agents, in which event the Deposit made by Buyer shall be forthwith returned by Escrow Agent to Buyer, and, thereafter, neither party hereto shall have any further rights against, or obligations to, the other party hereto, except as expressly set forth herein, or (ii) waive Buyer’s objections to the Other Title Exceptions and proceed with Closing without any adjustment or abatement in the Purchase Price, in which event, Seller shall have no liability whatsoever to Buyer for the Other Title exceptions. Nothing contained herein shall absolve Seller from the obligation to pay at or before Closing any past-due or accrued real estate taxes constituting a lien upon the Property or any other indebtedness constituting a valid and enforceable lien thereon recorded in the chain of title.

8. Condemnation. In the event that at any time prior to Closing all or a portion of the Property is acquired by authority of any governmental agency in the exercise of its power of eminent domain or by private purchase in lieu thereof, Buyer shall have the right to terminate this Agreement by giving written notice to Seller and Agents. In such event, Escrow Agent shall forthwith return to Buyer the Deposit and no party shall have any further rights against, or obligation to, any other party except those that expressly survive termination of this Agreement. Seller agrees not to solicit condemnation. If Buyer accepts the Property following a condemnation, Buyer shall pay the Purchase Price to Seller, Seller shall assign to Buyer all of Seller’s rights in and to the proceeds of the condemnation, and the Purchase Price shall be reduced only by the amount of any awards or damages owed to or received by Seller.

9. Due Diligence Inspection Periods

(a) Physical Phase I Inspection Period. For a period from the effective date of the Agreement (defined as the date that the Agreement is fully signed by all parties) through and including 5:00 PM FORTY-FIVE (45) days, hereinafter referred to as the “Physical Phase I Inspection Period”. During which time the Buyer shall have the right to commence any studies to include a Property inspection, Matterport Scan, survey, title report, Environmental Phase I, Historic District Designation Phase I, and any other such items deemed relevant by Buyer. Buyer shall not interfere with the tenant’s business operations. If Buyer terminates the Contract, Buyer shall provide Seller copies of all studies, reports, surveys, and inspections. Buyer shall indemnify and hold Seller and tenant harmless for any damages caused to the Property or persons as a result of Buyer’s investigation and shall provide a liability policy insuring Buyer and Seller from liability, with said policy listing Seller as an additional insured.

Buyer may terminate the Contract at any time at its sole discretion during the Physical Phase I Inspection Period, at which time the Deposit will be returned with no further obligation between Buyer and Seller. After the Physical Phase I Inspection Period expires the Deposit becomes non-refundable to the Seller and is credited to the Purchase Price.

(b) Physical Phase II Inspection Period. For a period from the expiration of the Physical Phase I Inspection Period through and including 5:00 PM FORTY-FIVE (45) days, hereinafter referred to as the “Physical Phase II Inspection Period”. During which time the Buyer shall have the right to commence any studies to include Environmental Phase II, Historic District Designation Phase II, Asbestos and UST remediation. Buyer shall indemnify and hold Seller and tenant harmless for any damages caused to the Property or persons as a result of

Buyer's investigation and shall provide a liability policy insuring Buyer and Seller from liability, with said policy listing Seller as an additional insured.

Buyer may terminate the Agreement for reasons related to Environmental Phase II, Historic District Designation Phase II, Asbestos and UST remediation at any time during the Physical Phase II Inspection Period, at which time the Deposit will be forfeited to the Seller with no further obligation between Buyer and Seller.

(c) Entitlement Period. For a period from the expiration of the Physical Phase II Inspection Period through and including 5:00 PM EIGHTY (80) days, hereinafter referred to as the "Entitlement Period". During which time the Buyer shall have the right to commence any negotiations with the City of Newport News as to approvals for Site Plans and Construction Plans. Buyer shall indemnify and hold Seller harmless for any damages caused to the Property or persons as a result of Buyer's investigation and shall provide a liability policy insuring Buyer and Seller from liability, with said policy listing Seller as an additional insured.

Buyer may terminate the Agreement for reasons related to negotiations with the City of Newport News as to approvals for Site Plans and Construction Plans at any time during the Entitlement Period, at which time the Deposit will be forfeited to the Seller with no further obligation between Buyer and Seller.

10. Tenant. The Tenant in the Property, Youth Challenge Men's Shelter, will vacate the Premises no later than January 31, 2023.

11. Pro-rations. The risk of loss or damage by fire or other casualty shall be and remain the responsibility of Seller until Closing. Taxes, rents and other apportionable items, if any, are to be pro-rated as of the date of Closing with closing day rents and expenses to be attributed to the Buyer. Any security deposit for rent shall be credited to Buyer. Each party shall be responsible for its own legal fees in connection with the Closing. Seller shall pay the cost of preparation of the deed and for release of any liens on the Property, and the Virginia Grantor's tax, if applicable. Buyer shall pay all other costs and fees which may be required relating to the transfer of title, due diligence and any financing obtained by Buyer, including but not limited to, the cost of recording the deed.

12. Deliveries at Closing. Seller shall deliver to Buyer at or before Closing the following:

- (a) A Special Warranty deed;
- (c) A Seller's affidavit as to mechanic's liens and possession as required by Buyer's title insurance company;
- (d) A non-foreign affidavit;
- (e) The information required to file a Form 1099 with the Internal Revenue Service, if one is required;
- (f) The information required to file a Virginia Form R-5 or R-5E with the Virginia Department of Taxation, if one is required;
- (g) Possession of the property to include all keys;
- (h) The closing or settlement statement; and
- (i) Such other documents as may be reasonably required by the Buyer's attorney and/or title company.

At Closing, Buyer shall deliver: (i) the Purchase Price to Seller; (ii) evidence of the authority and capacity of Buyer and the representatives of Buyer; and (iii) the closing or settlement statement.

13. A. Seller's Warranties and Environmental Matters. Seller warrants as follows:

(i) Seller is a political subdivision of the Commonwealth of Virginia and is validly organized and existing and is currently in good standing with all state, federal and local governing agencies. Seller is the fee simple owner of the Property and the person signing this Agreement has the full and complete power and authority to do so and to bind Seller to the provisions contained herein.

Seller is not a party to any agreements, contracts, options, rights of first refusal, or other agreements for the sale of all or any portion of the Property which remain in effect. Seller also represents that there are no leases (nor any tenants occupying the Property), contracts, or other agreements relating to the Property which will be in effect at the time of Closing.

(iii) To the best of Seller's actual knowledge, no underground storage tanks, asbestos-containing materials, items or equipment containing polychlorinated biphenyls (PCBs) in excess of 50 parts per million, accumulation of tires, batteries, mining spoil, dry cleaning solutions or solvents, or other hazardous substances as defined by any federal, state and local law ("Hazardous Substances") are present on the Property.

(iv) To the best of Seller's actual knowledge: (1) there has been no release, discharge, or treatment of any Hazardous Substances on the Property; (2) there has been no storage, generation, or disposal of any Hazardous Waste (as defined by any federal, state and local law) or dangerous waste on the Property; (3) no petroleum products have been spilled or leached upon or in the Property; (4) no radon gas has been detected at the Property; (5) the Property has not been the subject of any federal, state or local governmental action or third party claim because of the release, threat of release, discharge, storage, treatment, generation emission or disposal of any substance on, in or from the Property.

(v) To the best of Seller's actual knowledge, there is no lien for environmental investigation or remediation, citizens suit or other litigation, administrative order or proceeding, investigation or settlement that is in existence, proposed or anticipated, concerning any environmental matter related to the Property. Until Closing on the Property, without the Buyer's prior written consent, Seller shall not (a) execute and/or record any new easements, declarations, or other matters affecting title to the Property; (b) subdivide or re-subdivide the Property; or (c) change the zoning classification of the Property.

(vi) Seller has received no written notice of any suits, actions, litigation or proceedings pending against or relating to Seller, the Property, and any tenancies therein, nor does Seller have any actual knowledge or reasonable belief of any basis for any threatened action, or of any governmental investigation relative to Seller and/or the Property.

(vii) To the best of Seller's actual knowledge, neither Seller nor the Property is in violation of any laws, statutes, ordinances, rules, regulations, orders or requirements of any governmental authority having jurisdiction over Seller and/or the Property, and Seller is not currently aware of any conditions which may afford the basis of any such violation.

(viii) Seller is solvent and will not be rendered insolvent by the consummation of the transactions contemplated in this Agreement.

(ix) The Property has been properly subdivided such that the Property is a separate tax parcel.

(x) All labor and services performed, and all materials furnished on or for the benefit of the Property at Seller's order have been and will be prior to a settlement paid for in full. No liens have been or may be established against the Property on account of such labor, services, or materials.

Seller shall deliver to Buyer at Closing a certification (the "Certification") certifying that the foregoing representations and warranties remain true and correct as of the Closing Date.

B. Buyer's Warranties. Buyer warrants as follows:

(i) Buyer is validly organized and existing and is currently in good standing with all state, federal and local governing agencies; and

(ii) The person signing this Agreement has the full and complete power and authority to do so and to bind Buyer to the provisions contained herein.

14. Agency and Commissions. It is understood by all parties hereto that Michael Allen of Harvey Lindsay Commercial Real Estate (the "Buyer's Agent") is the sole procuring cause of this transaction, and is the only real estate agent involved in the sale of the Property. For its services, the Agent shall be paid a real estate commission equal to TWO percent (2.0%) of the Purchase by Buyer at Closing. Buyer and Seller hereby represent and warrant to the other that it has not dealt with or through any agent other than the agent(s) named in the first sentence of this Section. Buyer and Seller shall indemnify and hold the other party harmless from any and all costs, expenses, claims, and liabilities (including reasonable attorneys' fees) resulting from a claim by any agent not named herein. The terms of this Section shall survive closing hereunder.

15. Defaults. In the event that Buyer shall fail to purchase the Property in violation of the terms and conditions of this Agreement, or otherwise default in the performance of Buyer's obligations pursuant to this Agreement for any reason whatsoever other than Seller's default, then Escrow Agent shall deliver the Deposit to Seller, as liquidated damages as Seller's sole and absolute remedy hereunder. In the event that Seller shall default in the performance of Seller's obligations hereunder for any reason whatsoever other than Buyer's default, then Buyer shall be entitled to exercise any of the following remedies, at Buyer's election, and no others: (i) purchase the Property notwithstanding such default pursuant to the remaining terms and provisions of this Agreement, in which event such default shall be deemed waived; or (ii) sue for specific performance; or (iii) terminate this Agreement, in which event Buyer shall be entitled to the return of the Deposit and no party shall have any further rights against or obligations to, any other party, except as expressly set forth herein. In the event of a default hereunder, the defaulting party shall pay the reasonable attorneys' fees and costs incurred by the non-defaulting party in enforcing the terms of this Agreement.

16. Notices. All notices and communications hereunder, including change of address, shall be in writing and shall be deemed to have been duly given when delivered by hand; or deposited at the U. S. Postal Service by certified mail, first-class, postage prepaid, return receipt requested, or sent for next day delivery via a recognized overnight courier service such as FedEx or UPS with charges billed to the sender:

(a) If to Seller: Karen R. Wilds
Newport News Redevelopment & Housing Authority
P. O. Box 797
Newport News, VA 23607-0797
kwilds@nnrha.org

(c) with Copy to Seller's Attorney:
Raymond H. Suttle Jr., Esq.
Kaufman & Canoles, P.C.
11815 Fountain Way, Suite 400
Newport News, VA 23606
rhsuttle@kaufcan.com

(b) If to Buyer: Jonathan Provost
JEM Development
206 23rd Street
Newport News, VA 23607
Jprovost@pro-vost.com

(c) with Copy to Buyer's Attorney:
Brett B. Thompson
Thompson Law Group
4575 Bonney Rd., Suite 101
Virginia Beach, VA 23462
brett@thompsonlawgroupva.com

(c) with Copy to the Buyer's Agent:
Michael Allen
Harvey Lindsay
999 Waterside Dr., Ste 1400
Norfolk, Virginia 23510
MichaelAllen@HarveyLindsay.com

17. Successors. The parties to this Agreement mutually agree that it shall be binding upon them and each of their successors, heirs, personal representatives, and assigns and that this Agreement may be assigned by Buyer only with the prior written consent of Seller, (except that no consent shall be required for an assignment by Buyer to an entity of which Buyer is a controlling principal), which consent will not be unreasonably withheld, delayed, or conditioned. An assignment shall not be deemed to relieve the Buyer of its obligations hereunder. This Agreement contains the final and entire agreement between the parties hereto, and neither they nor their agents shall be bound by any terms, conditions, warranties, or representations, oral or written, not herein contained. This Agreement may not be amended except by written agreement between the parties hereto.

18. Survival. It is understood and agreed that any provision of this Agreement which by its nature and effect is required to be kept, observed or performed after the settlement, delivery and recording of the deed conveying title to Buyer shall survive Closing, delivery and recording of the deed hereunder and shall not be merged therein.

19. Law Applicable. This Agreement shall be construed in accordance with the laws of the Commonwealth of Virginia.

20. Deposit. Escrow Agent shall hold the Deposit in a non-interest bearing account in accordance with this Agreement until Closing has occurred in accordance with Section 5 herein. In the event that Closing does not occur in the time required under Section 5 herein, then at Escrow Agent's sole and absolute discretion, Escrow Agent may do any of the following: (i) Escrow Agent may continue to hold the Deposit in escrow until instructed in a writing signed by all of the parties to this Agreement; (ii) Escrow Agent may pay the Deposit into a court of competent jurisdiction in the City of Newport News, Virginia or (iii) Escrow Agent may pay the Deposit in accordance with the ruling of a court of competent jurisdiction as set forth in a final, non-appealable judgment of that court. Prior to or contemporaneous with any disbursement of the Deposit, Escrow Agent shall notify in writing the Buyer and Seller herein of such disbursement. Buyer and Seller hereby agree to indemnify, defend and hold harmless Escrow Agent from and against any claim, cause of action, suit or other damages of any kind, including but not limited to reasonable attorney's fees and costs, incurred in performing its duties under this Agreement. All attorneys' fees, costs or expenses incurred by Escrow Agent shall be offset against any money held in escrow and the balance disbursed as otherwise provided in this Agreement.

21. **Qualified 1031 Exchange.** Either party may structure this transaction as a like-kind exchange within the meaning of Section 1031 of the Internal Revenue Code of 1986, as amended (the “Tax Code”) by assigning its rights, but not its obligations, hereunder to a qualified intermediary as allowed in Treasury Regulation Section 1.1031(k)-1(G)(4) on or before Settlement, and the other party hereby agrees to cooperate therewith, provided that (a) Settlement shall not be adjourned by reason thereof, (b) the other party will incur no expense, liability or obligation, in connection with said exchange, other than acknowledging and consenting to exchanging party’s assignment in connection with such exchange, (c) the other party shall have no obligation to take title to any real property in connection with such exchange, and (d) the other party shall make no representation or warranty in connection with, and shall have no responsibility for, compliance by such exchange with the Tax Code or any regulations thereunder.

22. **Electronic Signatures.** The parties hereby consent that electronic signatures of either or both parties shall be acceptable and equally enforceable as original ones on all documents in this transaction, including, but not limited to, this Agreement, notices, and closing documents.

23. **Other Provisions.** In the event that any date or any period provided for in this Agreement shall end on a Saturday, Sunday, or legal holiday, the applicable date or period shall be extended to the first business day following such Saturday, Sunday, or legal holiday.

THIS IS A LEGALLY BINDING AGREEMENT. IF ALL TERMS AND PROVISIONS HEREOF ARE NOT FULLY UNDERSTOOD, PLEASE SEEK LEGAL ADVICE.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement and have caused their names to be hereunto subscribed on the day and year written below.

REST OF PAGE INTENTIONALLY LEFT BLANK

SIGNATURES ON FOLLOWING PAGE

BUYER:

JONATHAN PROVOST

BY: _____ (SEAL)
JONATHAN PROVOST

DATED: _____

BUYER'S AGENT:

HARVEY LINDSAY COMMERCIAL REAL ESTATE

BY: _____ (SEAL)
Michael L. Allen
Its: Vice President

DATED: _____

SELLER:

NEWPORT NEWS REDEVELOPMENT & HOUSING AUTHORITY

BY: _____ (SEAL)
KAREN R. WILDS
ITS: EXECUTIVE DIRECTOR

DATED: _____

APPROVED AS TO FORM:

RAYMOND H. SUTTLE, JR.
NNRHA COUNSEL

DATED: _____

EXHIBIT A

GIS MAP OF PROPERTY

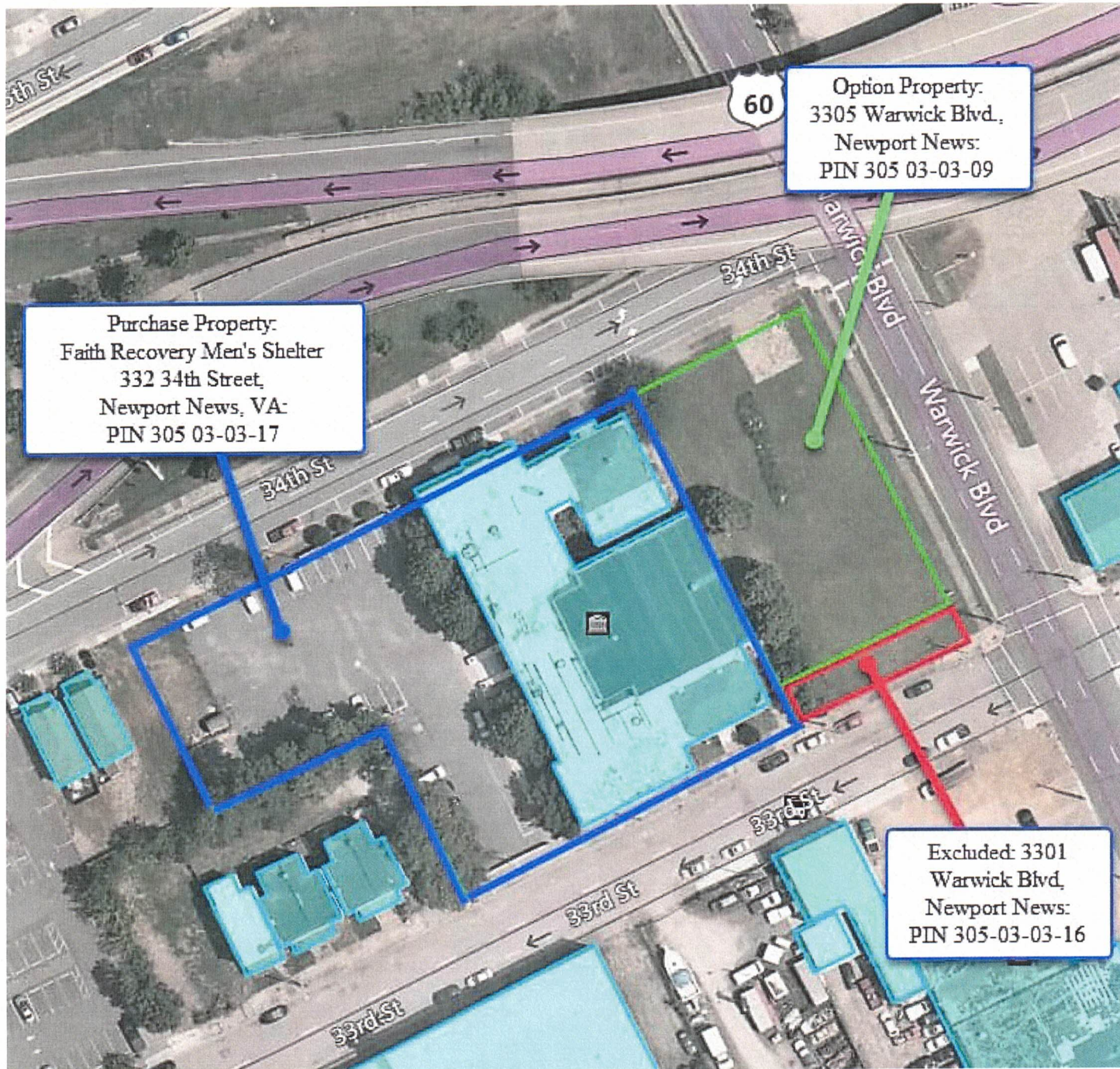


EXHIBIT “B”

Due Diligence Items

- Copy of the Deed to the property
- Copy of the Title Insurance Policy
- Most Current Survey of the Property noting any recorded easements (as available)
- Copy of building and floor plans (as available)
- Environmental Reports (as available)
- Appraisals (as available)
- Copies of any roof and or equipment repair warranties (as available)
- Copies of any notices from any governmental agencies or municipalities concerning the Property
- Service Contracts (as available)
- Leases
- Past three (3) years of operating statements and or a list of expenses including copies of paid bills

EXHIBIT “C”

Promissory Note

Maker:
(Buyer)

Noteholder:
NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

Loan Amount: \$475,000.00

Date: _____

Place of Note: Newport News, Virginia

FOR VALUE RECEIVED, (Buyer) _____ (the “Maker”) and or assigns, promises to pay to the order of NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY (the “Noteholder”), at such place as the Noteholder may hereafter from time to time designate in writing, the principal sum of FOUR HUNDRED AND SEVENTY-FIVE and 00/100 DOLLARS (\$475,000.00), together with interest thereon from the date hereof at a rate equal to FIVE PERCENT (5.0%), per annum in monthly payments. This Promissory Note (this “Note”) will mature with required principal payments on the payment schedule shown below. The entire unpaid principal balance hereof, and all accrued and unpaid interest thereon, shall become due and payable on the Payment Schedule shown here below:

Trigger Action for Required Principal Payments	Amount of Note Paid
Building Permit approval	\$100,000.00
Wall rough-in to be defined as all demolition is completed, underground plumbing is completed, concrete poured back walls standing, with electrical/plumbing/mechanical inspection wall passed	\$100,000.00
Certificate of Occupancy approval	\$100,000.00
30% of unit Leased	\$100,000.00
60% of unit Leased	\$75,000.00
Total	\$475,000.00

The full amount shall be paid no later than MARCH 31, 2024.

THIS IS A BALLOON PAYMENT OBLIGATION. The Maker reserves the right to prepay at any time, in whole or in part, the indebtedness under this Note without penalty. Subject to any applicable cure period provided below, each of the following shall constitute an event of default (“Event of Default”) under this Note: (i) the failure to make any payment when due under this Note if such non-payment is not cured within ten (10) days after written notice to the Maker of such nonpayment; (ii) the filing of a petition in bankruptcy (or other commencement of a bankruptcy or similar proceeding) by or against the Maker under any applicable bankruptcy, insolvency or similar law as now or hereafter in effect (which, in the case of an involuntary proceeding, is not dismissed within 60 days of commencement); (iii) a default by the Maker under that certain first Deed of Trust and Assignment of Rents, from the Maker to the Noteholder (the “Deed of Trust”); and (iv) the dissolution or termination of Maker’s existence as a going business.

If any default, other than a default in payment (which is subject to the cure period as provided above), is curable, it may be cured if Maker, after receiving written notice from Noteholder demanding cure of such default: (1) cures the default within thirty (30) days; or (2) if the cure requires more than thirty (30) days, immediately initiates steps which Noteholder deems, in Noteholder’s sole discretion, to be sufficient to cure the default and thereafter continues and completes all reasonable and necessary steps sufficient to produce compliance as soon as reasonably practical. Following an Event of Default that continues to exist beyond any applicable cure period under this Note, the entire unpaid principal balance and any accrued but unpaid interest thereon, shall become

immediately due and payable by the Maker at the option of the Noteholder. Failure to exercise this option shall not constitute a waiver of the right to exercise the same upon the happening of any subsequent Event of Default.

The Maker hereby: (i) waives presentment, demand, protest, and notice of every kind with respect to this Note except for notices expressly provided for herein; (ii) waives the benefit of the homestead exemption; and (iii) to the extent not prohibited by law, waives the benefit of any law or rule of law intended for the Maker's advantage or protection as an obligor hereunder or providing for the Maker's release or discharge from liability hereon, in whole or in part, on account of any facts or circumstances other than full and complete payment of all amounts due hereunder.

Upon any Event of Default, the Maker agrees to pay all costs and fees incurred by Noteholder, including, without limitation, all costs of collection and reasonable attorney's fees (prior to and including litigation) until paid in full. In the Noteholder's sole discretion, the Noteholder may apply all payments received under this Note in any fashion that the Noteholder deems appropriate, whether to principal, interest, late fees, or other sums due hereunder.

No modification, alteration, or change of any of the provisions hereof shall be effective unless in writing signed by the Maker and the Noteholder, and only to the extent therein set forth.

The provisions of this Note shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia.

This Note is secured by the Deed of Trust dated _____ for the property located at 228 23rd Street, Newport News, VA.

IN WITNESS WHEREOF, the Maker has executed this Note the day and year first above written.

MAKER: (Buyer) _____

By: _____

Name: _____

Its[A1]: _____

EXHIBIT "D"

First Deed of Trust & Assignment of Rents

EXHIBIT "F"

Development Agreement

YC MEN'S SHELTER AT 332 34TH STREET, NEWPORT NEWS

Purchase & Sale Agreement w/ Jonathan Provost (Buyer) and NNHRA (Seller)

Key Deal Dates

WED	1/11/2023	deadline for PSA & Renderings finalized for submittal to the NNRHA Board	
TUE	1/17/2023	NNRHA Board Meeting Approval	
WED	2/1/2023	Effective Date of Purchase & Sale Agr. [PSA]	
MON	2/6/2023	\$ 10,000.00 EMD Due Date w/ Thompson Law Group, PC	
WED	2/1/2023	Delivery of Seller's Deliverables in control and possession in Exhibit B	
SAT	3/18/2023	DD1 - Materport Scan, Physical Inspection, Phase I environ, Historic District Designation Phase 1 - Days from Eff Date	45
TUE	5/2/2023	DD2 - Historic District Phase II, Environmental Phase II - Asbestos + UST remediation - days from DD1 expire	45
FRI	7/21/2023	Entitlement Period - Site Plans and Plans approval by Va DHR and City - days from DD2 expire	80
MON	8/21/2023	Closing / Construction Starts - days from Entitlement expire	31

REPORT TO THE BOARD

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

JANUARY, 2022

The mission of the Newport News Redevelopment & Housing Authority (NNRHA) is to create affordable housing, viable neighborhoods, and opportunities for self-sufficiency that enhance the quality of life for all citizens of Newport News.



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COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT

CDBG

The CDBG and HOME Public meeting was held virtually on December 6, 2022, at 6:30 p.m. During the meeting, current programs were discussed and participants were advised that those interested in applying for CDBG funding may submit an application to NNRHA for consideration. The CDBG Program application was made available to the public on the NNRHA website on December 7th. The deadline for returning applications was Friday, Jan 13, 2023.

The agreement between the City of Newport News and NNRHA for administration of the CDBG-CV funds has been fully executed. Agreements have been forwarded to the non-profits which were awarded funding. Distribution of the funds has begun.

Total Housing Rehabilitation Activity for Fiscal Year July 1, 2022 – June 30, 2023

	Emergency Repair	Open House	HOMEcare	All Programs
Projects Completed	8	2	0	10
Projects in Underwriting	1	4	0	5
Projects Pending Appr	0	1	0	1
Projects Ongoing	3	1	0	4
Total	12	8	0	20

New Housing Rehabilitation Applications for September	Total for July 1, 2022 – June 30, 2023
3	5

REDEVELOPMENT

NNRHA administers the Citywide, down payment assistance program for first-time homebuyers through the HOME Investment Partnerships Program (HOME). This program assists eligible first-time homebuyers in purchasing a home in the City.

Down Payment Assistance (DPA) Fiscal Year: July 1, 2022 – June 30-2023				
Program Year 22-23 (Completed)	Denied	Pending Additional Documentation	Current Month (Completed)	Underwriting in Process
2	8	8	1	0

New Housing Rehabilitation Applications for December, 2022	Total for July 1, 2022 – June 30, 2023
3	15

New Down Payment Assistance Applications as of December 30, 2022	Total New Down Payment Assistance Applications Received for July 1, 2022 – June 30, 2023
0	18

CAPITAL ACTIVITY

Marshall Courts Phase VII

The Phase I Environmental Site Assessment (ESA) is nearing completion following the historic review process. The Phase II LSI (Limited Subsurface Investigation) is complete. There were no significant findings as a result of the study. The site plan will be submitted to the City within the next two weeks for a 45-day review process. Specifications and drawings for the project are expected to be ready for bid in mid to late May of 2023.

Orcutt Townhomes I

NNRHA has received 95% plans and specifications for the project which have been reviewed by staff and comments have been submitted to the architect. Final design completion is estimated for the end of January to mid-February.

Aqueduct Apartments

Scoping of the sanitary sewer lines has been completed. Staff is reviewing the findings and creating a scope of work for repairs.

The Physical Needs Assessment performed by DJG Architects has been completed. Staff review is ongoing.

Pincroft Apartments

The Physical Needs Assessment performed by DJG Architects has been completed. Staff review is ongoing.

**CHOICE NEIGHBORHOOD INITIATIVE
(CNI)**

Construction of the Lift & Rise on Jefferson continues to experience minor delays related to mechanical issues. The south building has received temporary certificates of occupancy (TCOs) and the delays with materials for the common areas has pushed the completion of the buildings until the end of January for the south building and late February for the north building. The townhomes are trailing a little further behind.

The interest list for the Lift & Rise is over 2,700 people who have registered to receive rental applications. The leasing manager (temporarily located at Jefferson Brookville) has begun pre-leasing activities and is currently processing 26 applications, 16 of which are former Ridley residents. Leasing will begin shortly with families being readied to move in as soon as the buildings are ready.

Abbitt Realty continues to market the onsite retail space and are reaching out to potential tenants. The spaces are advertised at \$17/square foot plus a CAM fee of \$1.05/square feet on an annual basis. The square footage is 1,420 for the north building & 1,540 square feet for the south building. The monthly rent for the smaller space (1,420 sq ft) would be \$2,135.92 including CAM fee and \$2,316.42 for the larger space. Each space can be divided roughly in half with the corresponding rents roughly half of what is noted.

The contractor has mobilized and begun site work on the former Ridley site. Construction schedule projects completion by November 2024. Site demolition work will begin first

with construction on the apartments expected to start this March.

The planning for the downtown housing is underway. HUD's supplemental development funding opportunity for existing CNI grantees deadline has been extended until February 6th. The CNI team is preparing a grant application.

Urban Strategies, Inc. (USI) continues to conduct outreach to Ridley residents, as well as complete needs assessments for each household. Currently, 157 Ridley families are enrolled in case management. Between May 1, 2022 and December 30, 2022, USI made 218 service linkages (referrals) for services for Ridley families. Families have expressed the most need around rental and utility assistance. A community meeting was held on December 15th at Brook's Crossing. The next USI resident's meeting will be January 19th, at 5:30 at the Main Street Library.

PUBLIC AND ASSISTED HOUSING OCCUPANCY REPORT

Total Waiting List Applications:

Public Housing	279
Approved/Eligible	46
Pending	233
Section 8	332
Approved/Eligible	78
Pending	254

The pending numbers for the Public Housing Program (233) and the Housing Choice Voucher Program (254) represent the total number of applications being processed for eligibility for housing assistance. Some of these families will be determined to be ineligible based on income, landlord references or criminal activity. Therefore, these numbers may fluctuate each month.

Applicants Housed in December

Public Housing Program	8
Housing Choice Voucher	12
Mod-Rehab (SRO)	<u>1</u>

Total 21

Occupancy Statistics:

Public Housing Program (of 839 units)	96%
Section 8 Program (2,895)	94.8%
Warwick SRO (of 88 units)	98%

Avg. # of Leasing Days (Public Housing) 6

Average Family Rent Contribution for Move-ins Last Month:

1. Public Housing	\$394.
2. Housing Choice Voucher	\$339.
3. Warwick SRO	\$ 25.

Cumulative Percentage of Section 8
Budget Authority Utilized Dec, 2022 98.6%

FAMILY INVESTMENT CENTER (FIC) ACTIVITIES

EMPLOYED F.I.C. PARTICIPANTS December 2022 (since 1995)	
Aqueduct	123
Ashe Manor	0
Brighton	46
Cypress	24
Dickerson	185
Harbor Homes	126
Lassiter	95
Marshall	171
Orcutt	28
Orcutt TH	10
Oyster Point	23
Pinecroft	7
Ridley	383
Section 8	72
Spratley	2
Total	1,295

FAMILY SELF-SUFFICIENCY (FSS)

192 Housing Choice Voucher and Public Housing clients have completed their goal of homeownership as follows:

Housing Choice Voucher Families/FSS	69
Public Housing Families/FSS:	56
HCV Homeownership:	<u>67</u>
Total	192

NEW HOMEOWNER

A townhome was purchased by an HCV-V participant at a total cost of \$133,000.

COMMUNITY RESOURCES • Resident Relations • Senior Residents

Pinecroft Holiday Lunches



On Wednesday, December 14th, the NNRHA sponsored a holiday lunch distribution to the residents at Pinecroft. A very nice boxed deli lunch was provided by TASTE to each resident along with a \$10.00 Walmart gift card. Rental office and Community Resources staff assisted with the distribution. Residents were surprised and very pleased.



St. Vincent De Paul Catholic Church Cares

With great determination, parishioners and community volunteers met the needs of those who are less fortunate during this holiday season. Among numerous other ministries, St. Vincent's provided a generous number of gifts to 10 families residing at the Marshall Courts and Aqueduct communities. All gifts were brand new and in original packaging. On Saturday, December 17th, a few of the families opted to come to the beautiful sanctuary to pick up their gifts. Those families were also able to choose some books, backpacks, gloves, hats, etc. Community Resources staff, along with Twona Linzy and Tia Allen delivered to the remainder of the families on Tuesday, December 20th. Several of the residents were visibly overwhelmed with gratitude. Community Resources looks forward to a growing partnership throughout the year.



Omega Psi Phi Comes Through Again



On Saturday, December 17th, approximately 20 fraternity members came to Spratley House and Ashe Manor full of holiday spirit. They enthusiastically delivered overflowing, decorated boxes full of everything needed for a Christmas dinner. They also gave each resident a warm blanket in a gift bag and a special certificate of appreciation. Several residents were even given presents to give to their grandchildren for Christmas. Residents

were touched by the Kappa Iota Iota Chapter of Omega Psi Phi, Inc. generosity and openly expressed their gratitude to them.

Fraternity members took time to have meaningful conversations and posed for a few pictures. A few members traveled back to Pinecroft to visit with a few of the residents that they met when they were there for Thanksgiving.

Holiday Paint Parties at Spratley House and Ashe Manor

Tiffany Franklin, InnovAge PACE, hosted holiday themed paint parties at Ashe Manor on 12/6 and at Spratley House on 12/13. Just like the same event that was held at Pinecroft, the all participants raved about this activity. Most of them questioned whether they would be able to create something that they'd like and be proud of, but not one of them were disappointed. They are all looking forward to this activity being scheduled again in the future.



“Feel Good Crew” Spreading Holiday Cheer at Spratley House and Ashe Manor



On Saturday, December 17th, our own Larry Calloway, Security Manager and other members of the “Feel Good Crew” provided a Christmas feast for seniors at Spratley House and Ashe Manor. The crew is a men’s group comprised mostly of current and retired police officers and military personnel. Approximately 15 of the 32 members showed up to cook and spend quality time with senior residents during the holidays. The feast included turkey, dressing, green beans, potatoes, rolls, dessert and drinks. Residents came to the community rooms to eat and fellowship. The rest of the meals were delivered door to door. Residents thoroughly enjoyed this home cooked meal, but especially appreciated the time spent with the “Feel Good Crew.”

Dominion Terminal Annual Holiday Senior Luncheon

On December 16, 2022 NNRHA hosted a successful annual Senior Luncheon sponsored by Mr. Brad Gilliatt, President of the Dominion Terminal Associates, LLP. A total 213 senior residents from Marshall, Lassiter, Jefferson Brookville, Orcutt I and II,

Spratley, and Ashe Manor received turkey or chicken salad sandwich lunches from TASTE Unlimited along with a \$10.00 Walmart gift card. Meals were delivered with the assistance of staff and members of the Commonwealth Attorney’s office.



COMMUNITY RESOURCES • Resident Relations

NNRHA Bike GiveAway 2022



The Newport News Redevelopment and Housing Authority (NNRHA) partnered with the Oyster Point Rotary to provide bikes for NNRHA youth. This year's Bike GiveAway was held on Saturday, December 17, 2022 from 9:00 am -10:00 am at the YMCA of Newport News. Fifty (50) bikes and helmets were distributed to families with children ages 6-11 years of age.

ADMINISTRATIVE SERVICES

We continue to focus on safety and security initiatives on our properties. Last year we made the following security improvements or upgrades:

Installed a new camera system at both of our Jefferson Brookville locations.

Replaced the camera system at Ashe Manor.

Replaced 1 camera at Pinecroft Apartments.

Replaced 4 cameras at Sprately House.

Installed new LED lights at Aqueduct Apartments to improve the lighting system.

Shot spotters were installed at Aqueduct Apartments: devices designed to detect and pinpoint gunshots and immediately notify the police.

**Other NNRHA Controlled Multi-Family Properties
Waiting Lists as of December, 2022**

Property	Occupancy Rate	Approved/Eligible	Pending	Total
Orcutt Townhomes III	100%	1	5	6
Cypress Terrace	98%	12	44	56
Oyster Point/Brighton	98%	12	81	93
Great Oak	99%	115	205	320
Lofts on Jefferson	92%	3	9	12
Jefferson Brookville	98%	0	8	8
Lassiter Courts	100%	5	101	106

Family Self Sufficiency (FSS)

Following is a current breakdown of the status of FSS participants in the Public Housing and Housing Choice Voucher Programs for the month of December, 2022.

Participants:	Public Housing	Housing Choice Voucher	Total
Total number in FSS Program	18	88	106
Employed	6	61	67
Currently not working	9	25	34
Attending Thomas Nelson Comm. College	0	1	1
Enrolled in other Training Program	2	0	2
Employed and going to school	1	1	2
Participants with escrow accounts	9	44	53

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
2022 Housing Choice and Mainstream Voucher Program Utilization Report - Actual
For the Year Ending December 31, 2022

CY Housing Choice 2022 Annual Budget Authority \$ 22,765,207 Final budget, 100%
 Additional Warwick SRO - RAD2 681,725 proration

Housing Choice Voucher Funding
 \$ 23,446,932

Mainstream Voucher Program Funding Final - 100%
 \$ 798,207
Emergency Housing Voucher Program Funding Final - 100%
 \$ 247,896

HCV Units	2506
VASH units	54
CNI tenant protection	247
Warwick SRO - RAD2	88
Baseline HCV count	2895
Mainstream Vouchers	141
Emergency Housing Vouchers	32
Total Vouchers	3068

Month	# of Vouchers Utilized	Lease Rate	HAP Payments to Landlords	Avg HAP	Monthly Dollar +/-	Monthly Amount of Funding Utilized	Year to Date Amount of Funding Utilized	Funding From HUD	FSS Forfeitures	Fraud Recovery	Other Sources Of Funds	NMRHA Held Reserve Balance	HUD Held Reserve Balance																				
														95.3%	75.9%	95.6%	75.9%	18.8%	96.0%	78.0%	21.9%	96.2%	79.4%	79.4%	34.4%	95.7%	95.6%	78.7%	43.8%	95.6%	78.7%	46.9%	95.3%
January	2744	95.3%	\$ 1,925,091.00	\$ 701.56	(\$ 37,310.00)	98.1%	98.1%	\$1,962,401.00	\$	\$	\$	(20,503.19)	2,465,818.31																				
MS	107	75.9%	\$ 71,329.00	\$ 666.63	4,784.00	107.2%	107.2%	\$66,545.00				131,662.00	157,752.00																				
EHV	3	9.4%	\$ 1,777.00	\$ 592.33	1,777.00	0.0%	0.0%	\$																									
February	2752	95.6%	\$ 1,970,085.00	\$ 715.87	4,162.00	100.2%	99.2%	\$1,965,923.00	\$ 1,992.00	\$	\$ 1,992.00	(22,673.19)	2,417,521.22																				
MS	107	75.9%	\$ 70,106.00	\$ 655.20	(1,900.00)	97.4%	102.1%	\$72,006.00		\$	\$	127,023.00																					
EHV	6	18.8%	\$ 4,639.00	\$ 773.17	4,639.00	0.0%	0.0%	\$																									
March	2764	96.0%	\$ 1,991,407.00	\$ 720.48	14,993.00	100.8%	99.7%	\$1,976,414.00	\$ 676.00	\$	\$ 676.00	(36,990.19)	2,358,733.14																				
MS	110	78.0%	\$ 73,748.00	\$ 670.44	1,088.00	101.5%	101.9%	\$72,660.00		\$	\$	121,570.00																					
EHV	7	21.9%	\$ 5,453.00	\$ 779.00	5,453.00	0.0%	0.0%	\$																									
April	2770	96.2%	\$ 1,988,117.00	\$ 717.73	11,703.00	100.6%	99.9%	\$1,976,414.00	\$	\$	\$	(48,693.19)	2,441,154.06																				
MS	112	79.4%	\$ 75,666.00	\$ 675.59	3,006.00	104.1%	102.5%	\$72,660.00		\$	\$	115,104.00																					
EHV	8	25.0%	\$ 6,466.00	\$ 808.25	6,466.00	0.0%	0.0%	\$																									
May	2754	95.6%	\$ 1,984,097.00	\$ 720.44	(40,796.00)	98.0%	99.5%	\$2,024,893.00	\$	\$	\$	(7,897.19)	2,433,151.97																				
MS	112	79.4%	\$ 77,304.00	\$ 690.21	(174,989.00)	30.6%	68.7%	\$252,293.00		\$	\$	104,507.00																					
EHV	11	34.4%	\$ 10,597.00	\$ 963.36	10,597.00	0.0%	0.0%	\$																									
June	2755	95.7%	\$ 1,982,650.00	\$ 719.66	(66,846.00)	96.6%	99.0%	\$2,051,496.00	\$	\$	\$	(67,061.00)	2,314,468.39																				
MS	112	79.4%	\$ 76,281.00	\$ 681.08	4,773.00	106.7%	73.1%	\$71,508.00		\$	\$	37,364.00																					
EHV	14	43.8%	\$ 11,886.00	\$ 849.00	11,886.00	0.0%	0.0%	\$				65,012.00																					
July	2754	95.6%	\$ 1,999,427.00	\$ 726.01	(72,035.00)	96.5%	98.7%	\$2,071,462.00	\$	\$	\$	4,974.00	2,175,818.81																				
MS	111	78.7%	\$ 76,615.00	\$ 690.23	(564.00)	99.3%	76.1%	\$77,179.00		\$	\$	52,392.00																					
EHV	15	46.9%	\$ 12,630.00	\$ 842.00	12,630.00	0.0%	0.0%	\$																									
August	2744	95.3%	\$ 2,051,654.00	\$ 747.69	(39,200.00)	98.2%	98.6%	\$2,089,854.00	\$	\$	\$	43,174.00	2,018,777.22																				
MS	111	78.7%	\$ 78,407.00	\$ 706.37	1,228.00	101.6%	76.1%	\$77,179.00		\$	\$	36,700.00																					
EHV	16	50.9%	\$ 15,214.00	\$ 950.88	15,214.00	0.0%	0.0%	\$				37,168.00																					
September	2761	95.9%	\$ 2,026,039.00	\$ 733.81	(59,724.00)	97.1%	98.4%	\$2,085,763.00	\$	\$	\$	102,888.00	1,865,626.64																				
MS	109	77.3%	\$ 77,147.00	\$ 707.77	(1,703.00)	80.5%	80.5%	\$78,850.00		\$	\$	36,403.00																					
EHV	18	56.3%	\$ 16,284.00	\$ 904.67	16,284.00	0.0%	0.0%	\$		\$	\$	20,884.00																					
October	2756	95.2%	\$ 2,050,114.00	\$ 743.87	(47,445.00)	97.7%	98.4%	\$2,097,559.00	\$	\$	\$ 3,125.00	153,468.00	1,751,285.31																				
MS	112	79.4%	\$ 79,943.00	\$ 713.78	2,136.00	102.7%	82.4%	\$77,807.00		\$	\$	36,267.00	200,434.00																				
EHV	20	62.5%	\$ 18,452.00	\$ 922.60	18,452.00	0.0%	0.0%	\$		\$	\$	2,432.00																					
November	2757	95.2%	\$ 2,046,025.00	\$ 742.12	78,314.00	104.0%	98.9%	\$1,967,111.00	\$	\$	\$	75,154.00	1,766,591.97																				
MS	113	80.1%	\$ 77,044.00	\$ 681.81	(1,841.00)	97.7%	83.6%	\$78,885.00		\$	\$	38,108.00	189,400.00																				
EHV	21	65.6%	\$ 22,115.00	\$ 1,053.10	19,406.00	816.4%	816.4%	\$78,105.00		\$	\$	(16,974.00)	218,383																				
December	2745	94.8%	\$ 2,020,059.00	\$ 735.90	(84,425.00)	96.0%	98.6%	\$2,104,484.00	\$	\$	\$	159,579.00	1,583,151.72																				
MS	112	79.4%	\$ 78,119.00	\$ 697.49	(766.00)	99.0%	84.7%	\$78,885.00		\$	\$	38,874.00	178,366.00																				
EHV	24	75.0%	\$ 22,673.00	\$ 944.71	(2,328.00)	88.6%	88.6%	\$25,801.00		\$	\$	(14,046.00)	213,440																				
			\$ 25,084,660.00				\$25,479,141.00				\$ 5,793.00																						

ITEM NO. 9

Closed Session

ITEM NO. 10

**RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING
AUTHORITY CERTIFYING TO A CLOSED MEETING IN CONFORMITY WITH
VIRGINIA LAW**

WHEREAS, the Newport News Redevelopment and Housing Authority Board of Commissioners convened a closed meeting on January 17, 2023 pursuant to an affirmative recorded vote in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 Code of Virginia requires a certification by this Authority that such closed meeting was conducted in conformity with Virginia law:

NOW, THEREFORE, BE IT RESOLVED that the Newport News Redevelopment and Housing Authority Board of Commissioners certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Commissioners of the Newport News Redevelopment and Housing Authority.

AYES

VOTE

NAYS

Any departure from the requirements of said Act are hereby described:

* * * *

ITEM NO. 11
Other Business

**2713 Lofts Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of January 18, 2022 meeting
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President , Secretary and Treasurer
5. New Business
 - a. Consider Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2022
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
2713 Lofts Development Corporation
January 18, 2022**

Having duly given public notice, the Board of Directors of the 2713 Lofts Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 8:53 a.m. on Tuesday, January 18, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds – from Home office via Zoom
 Executive Director

 Carl V. Williamson – from NNRHA Board Room
 Director of Housing

 Valarie Ellis, Director – from NNRHA Board Room
 Administrative Services

 David Staley, Director – from NNRHA office via Zoom
 Community Development

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

**Approve Minutes of
January 19, 2021
Meeting**

Dr. Davis made a motion to approve the minutes of the January 19, 2021 meeting. The motion was seconded by Mr. Knight and passed with a majority vote. Mr. Holloman, Ms. Holley and Mr. Black abstained as they were not present.

**Election of Chairman
and Vice Chairman**

Dr. Davis made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Dr. Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Update on 2713 Lofts
Development
Corporation**

Ms. Wilds reported that on December 31, 2021 the property had a balance of \$28,829.66 in replacement reserves, occupancy rate of 93% and rent collection was 85%.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 8:59 a.m.

President

5a

2713 DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 11, 2023

TO: Board of Directors,
2713 Development Corporation

FROM: Karen R. Wilds, President *KRW*

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2022

The attached listing of proposed charge-offs of Tenants' Accounts Receivable is presented for your review and approval.

There is one account recommended for charge-off action with a total dollar value of \$16,157.74. This represents 15.6% of Lofts Apartments net rental revenue. We budget 2% for bad debt at 2713 Lofts.

Last year the property did not have any charge-offs.

Adoption of the attached resolution authorizing the charge-off in the total amount of \$16,167.74 for the twelve-month period ending September 30, 2022 is recommended.

KRW/LKD

Attachments

Tenant Unpaid Charges

Property=lofts

Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
lofts								
t0044850								
	C-37987	028304	Past	12/01/2019	12/2019	RENT	311100000	\$557.74 Tenant Rent (12/2019)
	C-62138	028304	Past	01/01/2020	01/2020	RENT	311100000	\$650.00 Tenant Rent (01/2020)
	C-84662	028304	Past	02/01/2020	02/2020	RENT	311100000	\$650.00 Tenant Rent (02/2020)
	C-104281	028304	Past	03/01/2020	03/2020	RENT	311100000	\$650.00 Tenant Rent (03/2020)
	C-131639	028304	Past	04/01/2020	04/2020	RENT	311100000	\$650.00 Tenant Rent (04/2020)
	C-143379	028304	Past	05/01/2020	05/2020	RENT	311100000	\$650.00 Tenant Rent (05/2020)
	C-160070	028304	Past	06/01/2020	06/2020	RENT	311100000	\$650.00 Tenant Rent (06/2020)
	C-176732	028304	Past	07/01/2020	07/2020	RENT	311100000	\$650.00 Tenant Rent (07/2020)
	C-196784	028304	Past	08/01/2020	08/2020	RENT	311100000	\$650.00 Tenant Rent (08/2020)
	C-215059	028304	Past	09/01/2020	09/2020	RENT	311100000	\$650.00 Tenant Rent (09/2020)
	C-233839	028304	Past	10/01/2020	10/2020	RENT	311100000	\$650.00 Tenant Rent (10/2020)
	C-251364	028304	Past	11/01/2020	11/2020	RENT	311100000	\$650.00 Tenant Rent (11/2020)
	C-269302	028304	Past	12/01/2020	12/2020	RENT	311100000	\$650.00 Tenant Rent (12/2020)
	C-288517	028304	Past	01/01/2021	01/2021	RENT	311100000	\$650.00 Tenant Rent (01/2021)
	C-306782	028304	Past	02/01/2021	02/2021	RENT	311100000	\$650.00 Tenant Rent (02/2021)
	C-324607	028304	Past	03/01/2021	03/2021	RENT	311100000	\$650.00 Tenant Rent (03/2021)
	C-343716	028304	Past	04/01/2021	04/2021	RENT	311100000	\$650.00 Tenant Rent (04/2021)
	C-362357	028304	Past	05/01/2021	05/2021	RENT	311100000	\$650.00 Tenant Rent (05/2021)
	C-380847	028304	Past	06/01/2021	06/2021	RENT	311100000	\$650.00 Tenant Rent (06/2021)
	C-399979	028304	Past	07/01/2021	07/2021	RENT	311100000	\$650.00 Tenant Rent (07/2021)
	C-418409	028304	Past	08/01/2021	08/2021	RENT	311100000	\$650.00 Tenant Rent (08/2021)
	C-437314	028304	Past	09/01/2021	09/2021	RENT	311100000	\$650.00 Tenant Rent (09/2021)
	C-455877	028304	Past	10/01/2021	10/2021	RENT	311100000	\$650.00 Tenant Rent (10/2021)
	C-474281	028304	Past	11/01/2021	11/2021	RENT	311100000	\$650.00 Tenant Rent (11/2021)
	C-492747	028304	Past	12/01/2021	12/2021	RENT	311100000	\$650.00 Tenant Rent (12/2021)

Total For **\$16,157.74**

Property Code	Charge Type	SubTotal
lofts		
	RENT	16,157.74
	lofts	16,157.74
	Grand Total	16,157.74

A RESOLUTION OF THE
2713 DEVELOPMENT CORPORATION
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE

WHEREAS, there has been presented to the Board of Directors of the 2713 Development Corporation and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2022 for Lofts Apartments; and

WHEREAS, it is in the best interest of the Authority to pursue collection of said accounts:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the 2713 Development Corporation that the President be authorized to grant approval for the total charge-off of \$16,157.74 of tenant accounts receivable for the above stated property.

**Ashe Manor Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes from January 18, 2022
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Ashe Manor Development Corporation
January 18, 2022**

Having duly given public notice, the Board of Directors of the Ashe Manor Development Corporation met telephonically and electronically at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 8:59 a.m. on Tuesday, January 18, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds – from Home office via Zoom
 Executive Director

 Carl V. Williamson – from NNRHA Board Room
 Director of Housing

 Valarie Ellis, Director – from NNRHA Board Room
 Administrative Services

 David Staley, Director – from NNRHA office via Zoom
 Community Development

 Justin Orie – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

**Approve Minutes of
January 19, 2021
Meeting**

Dr. Davis made a motion to approve the minutes of the January 19, 2021 meeting. The motion was seconded by Mr. Knight and passed with a majority vote. Mr. Holloman, Ms. Holley and Mr. Black abstained as they were not present.

**Election of Chairman
and Vice Chairman**

Dr. Davis made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Dr. Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Update on Ashe Manor
Development
Corporation**

Ms. Wilds reported that on December 31, 2021 the property had a balance of \$234,093.33 in replacement reserves, occupancy rate of 100% and rent collection was 90%.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:03 a.m.

President

**Annual Meeting
Member, Brooks Crossing Grocery Store, LLC
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of January 18, 2022 meeting
3. Election of Chairman and Vice Chairman to the Board of Managers
4. Affirm Karen Wilds as authorized representative of the LLC
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Brooks Crossing Grocery Store, LLC
January 18, 2022**

Having duly given public notice, the Board of Directors of the Brooks Crossing Grocery Store, LLC met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:03 a.m. on Tuesday, January 18, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds – from Home office via Zoom
 Executive Director

 Carl V. Williamson – from NNRHA Board Room
 Director of Housing

 Valarie Ellis, Director – from NNRHA Board Room
 Administrative Services

 David Staley, Director – from NNRHA office via Zoom
 Community Development

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

**Approve Minutes of
January 19, 2021
Meeting**

Dr. Davis made a motion to approve the minutes of the January 19, 2021 meeting. The motion was seconded by Mr. Knight and passed with a majority vote. Mr. Holloman, Ms. Holley and Mr. Black abstained as they were not present.

**Election of Chairman
and Vice Chairman**

Dr. Davis made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Dr. Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Update on Brooks
Crossing Grocery Store,
LLC**

Ms. Wilds reminded the Board the Board of Managers will meet on January 26, 2022 at 9:30 am. The Board of Managers is made up of the EDA Chair and Vice Chair, the NNRHA Chair and Vice Chair along with the Director of the City Budget, Lisa Cipriano.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:07 a.m.

President

**Carrier Point Commercial Partners Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approve Minutes of January 18, 2022
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Carrier Point Commercial Partners Development Corporation
January 18, 2022**

Having duly given public notice, the Board of Directors of the Carrier Point Commercial Partners Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:07 a.m. on Tuesday, January 18, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds – from Home office via Zoom
 Executive Director

 Carl V. Williamson – from NNRHA Board Room
 Director of Housing

 Valarie Ellis, Director – from NNRHA Board Room
 Administrative Services

 David Staley, Director – from NNRHA office via Zoom
 Community Development

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

**Approve Minutes of
April 20, 2021
Meeting**

Dr. Davis made a motion to approve the minutes of the April 20, 2021 meeting. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Dr. Davis made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Dr. Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Update on Carrier Point
Commercial Partners
Development
Corporation**

Ms. Wilds reminded the Board this is the commercial space in the first two buildings that we are building along Jefferson Avenue between 27th and 29th Street. The construction is going well and should be completed later this year. We are starting to seek out potential tenants for the commercial space.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:10 a.m.

President

**Choice Neighborhood Commercial Partners Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approve Minutes of October 18, 2022
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Choice Neighborhood Commercial Partners Development Corporation
October 18, 2022**

Having duly given public notice, the Board of Directors of the Choice Neighborhood IV-R Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:27 a.m. on Tuesday, October 18, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 William Black
 George Knight
 Lou Call
 Thaddeus Holloman

Dr. Wallace-Davis and Ms. Barbara Holley's absence was excused.

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds – from NNRHA Board Room
 Executive Director

 Lysandra Shaw – from NNRHA Board Room
 Deputy Executive Director

 Carl V. Williamson – from NNRHA Board Room
 Director of Housing

 Valarie Ellis, Director – from NNRHA Board Room
 Administrative Services

 Lisa Dessoffy, Director – from NNRHA Board Room
 Finance

 David Staley, Director – from NNRHA Board Room
 Community Development

 Teresa Bennett – from NNRHA Board Room
 Executive Assistant

 Justin Orie – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News

 Laura Harden – from NNRHA Board Room
 Cherry Bekaert

 Anne Curtis Saunders – from NNRHA Board Room
 McGuirewoods

 William Nusbaum – from NNRHA Board Room
 WilliamsMullen

 Scott Fink – via Zoom
 Developer CPP Housing

**Approve Minutes of
January 18, 2022
Meeting**

Director Knight made a motion to approve the minutes of the January 18, 2022 meeting. The motion was seconded by Director Holloman and passed with a unanimous vote.

New Business

**The Board of Directors
of the Choice
Neighborhood
Commercial Partners
Development
Corporation authorizing
the adoption of the
Operating Agreement,
Bylaws and NNRHA
Loan**

The Board of Directors had been provided with a resolution authorizing a Project Loan to Choice Neighborhood Commercial Partners Development Corporation from the Newport News Redevelopment and Housing Authority (NNRHA). The NNRHA Board approved a loan in the amount of \$594,558 to the Choice Neighborhood Commercial Partners Development Corporation to facilitate the development construction costs associated with the retail space located in the CNI onsite housing phase which will be constructed on the former Ridley Place site. These funds will facilitate the development of 2100 square feet of commercial space in the building at the corner of Jefferson Avenue and 16th Street. The approval of the resolution authorized the

**Minutes of a Meeting of the
Choice Neighborhood Commercial Partners Development Corporation
October 18, 2022**

President to execute the loan documents and take such other actions in the furtherance of this resolution. Ms. Wilds recommended approval.

Director Black made a motion to approve the resolution. Director Holloman seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:31 a.m.

President

**Choice Neighborhood I Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of January 18, 2022 meeting
3. Election of Chairman and Vice Chairman
4. Appointment of President , Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Choice Neighborhood I Development Corporation
January 18, 2022**

Having duly given public notice, the Board of Directors of the Choice Neighborhood I Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:14 a.m. on Tuesday, January 18, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds – from Home office via Zoom
 Executive Director

 Carl V. Williamson – from NNRHA Board Room
 Director of Housing

 Valarie Ellis, Director – from NNRHA Board Room
 Administrative Services

 David Staley, Director – from NNRHA office via Zoom
 Community Development

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

**Approve Minutes of
April 20, 2021
Meeting**

Dr. Davis made a motion to approve the minutes of the April 20, 2021 meeting. The motion was seconded by Mr. Knight and passed with a unanimous vote,

**Election of Chairman
and Vice Chairman**

Dr. Davis made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Dr. Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Update on Choice
Neighborhood I
Development
Corporation**

Ms. Wilds reminded the Board this site is between 28th Street and 29th Streets on Jefferson Avenue. The building is currently under construction. We hope to have a ribbon cutting before year end.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:15 a.m.

President

**Choice Neighborhood II Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of January 18, 2022
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Choice Neighborhood II Development Corporation
January 18, 2022**

Having duly given public notice, the Board of Directors of the Choice Neighborhood II Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:15 a.m. on Tuesday, January 18, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds – from Home office via Zoom
 Executive Director

 Carl V. Williamson – from NNRHA Board Room
 Director of Housing

 Valarie Ellis, Director – from NNRHA Board Room
 Administrative Services

 David Staley, Director – from NNRHA office via Zoom
 Community Development

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

**Approve Minutes of
April 20, 2021
Meeting**

Dr. Davis made a motion to approve the minutes of the April 20, 2021 meeting. The motion was seconded by Mr. Knight and passed with a unanimous vote,

**Election of Chairman
and Vice Chairman**

Dr. Davis made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Dr. Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Update on Choice
Neighborhood II
Development
Corporation**

Ms. Wilds reminded the Board this site is between 27th Street and 28th Street. The building is currently under construction and we anticipate completion by late this year.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:17 a.m.

President

**Choice Neighborhood III-R Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of December 20, 2022
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Choice Neighborhood III-R Development Corporation
December 20, 2022**

Having duly given public notice, the Board of Directors of the Choice Neighborhood III-R Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:18 a.m. on Tuesday, December 20, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present Raymond H. Suttle, Jr
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoffy, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Ori
 NNRHA IT Department

 Steve Morales
 NNRHA CNI Project Manager

 Torkeesha Brooks
 NNRHA Executive Assistant

 William Nusbaum – via Zoom
 Williams Mullen

 Tricia Wilson – via Zoom
 City of Newport News

 Jamesa Parker
 Citizen

 DeAnna Smith
 Citizen

**Approve Minutes of
October 18, 2022
Meeting**

Mr. Knight made a motion to approve the minutes of the October 18, 2022 meeting. The motion was seconded by Mr. Black and passed with a majority vote. Dr. Davis and Ms. Holley abstained as they were not in attendance.

New Business

**The Board of Directors
of the Choice
Neighborhood III-R
Development
Corporation authorizing
a Loan in the Amount of**

The Board of Directors had been provided with a resolution authorizing a loan for the Choice Neighborhood III-R. Ms. Wilds stated in late November the Directors were contacted by Mr. Suttle requested approval of a consent resolution to facilitate the financial closing on the CN III-R development. Earlier, the Development Corporation

**Minutes of a Meeting of the
Choice Neighborhood III-R Development Corporation
December 20, 2022**

**\$10,880,726 to JP
Morgan Chase**

had authorized a general approval of the loan for the transaction, however, the lender, JP Morgan Chase, requested a more specific approval citing them as lender and the precise loan amount. Today's action is the ratification of the preliminary action and consent authorized in November.

Mr. Black made a motion to approve the resolution. Dr. Davis seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:29 a.m.

President

**Choice Neighborhood IV-R Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of December 20, 2022
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Choice Neighborhood IV-R Development Corporation
December 20, 2022**

Having duly given public notice, the Board of Directors of the Choice Neighborhood IV-R Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:29 a.m. on Tuesday, December 20, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present Raymond H. Suttle, Jr
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessofoff, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orié
 NNRHA IT Department

 Steve Morales
 NNRHA CNI Project Manager

 Torkeesha Brooks
 NNRHA Executive Assistant

 William Nusbaum – via Zoom
 Williams Mullen

 Tricia Wilson – via Zoom
 City of Newport News

 Jamesa Parker
 Citizen

 DeAnna Smith
 Citizen

**Approve Minutes of
October 18, 2022
Meeting**

Mr. Black made a motion to approve the minutes of the October 18, 2022 meeting. The motion was seconded by Mr. Knight and passed with a majority vote. Dr. Davis and Ms. Holley abstained as they were not present.

New Business

**The Board of Directors
of the Choice
Neighborhood IV-R
Development
Corporation as Member
of Choice Neighborhood**

The Board of Directors had been provided a resolution allowing for a Modification Agreement related to the \$16,300,000 Multifamily Note for Choice Neighborhood IV-R Project Series 2022. This is the companion action that was approved by the Board of Commissioners of the Newport News Redevelopment and Housing Authority on

**Minutes of a Meeting of the
Choice Neighborhood IV-R Development Corporation
December 20, 2022**

IV-R LLC authorizing the Execution, delivery and Performance of a Modification Agreement and Forbearance Agreement relating to a not to exceed \$16,300,000 Newport News Redevelopment and Housing Authority Multifamily Note (Choice Neighborhood IV-R Project), Series 2022, issued for the benefit of Choice Neighborhood IV-R LLC

December 20, 2022 for the Choice Neighborhood IV-R Development Corporation.

Dr. Davis made a motion to approve the resolution. Mr. Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:32 a.m.

President

**Cypress Terrace Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of January 18, 2022 meeting
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2022
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Cypress Terrace Development Corporation
January 18, 2022**

Having duly given public notice, the Board of Directors of the Cypress Terrace Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:22 a.m. on Tuesday, January 18, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds – from Home office via Zoom
 Executive Director

 Carl V. Williamson – from NNRHA Board Room
 Director of Housing

 Valarie Ellis, Director – from NNRHA Board Room
 Administrative Services

 David Staley, Director – from NNRHA office via Zoom
 Community Development

 Justin Orie – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

**Approve Minutes of
January 19, 2021
Meeting**

Dr. Davis made a motion to approve the minutes of the January 19, 2021 meeting. The motion was seconded by Mr. Knight and passed with a majority vote. Mr. Holloman, Ms. Holley and Ms. Call abstained as they were not present.

**Election of Chairman
and Vice Chairman**

Dr. Davis made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Dr. Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Update on Cypress
Terrace Development
Corporation**

Ms. Wilds reported that on December 31, 2021 the property had a balance of \$86,898.50 in replacement reserves, \$240,122. In operating reserves, occupancy rate is 96% and rent collection was 88%. Ms. Wilds stated that the rent collections are a little low and that is attributed to the eviction moratorium. The eviction moratorium is over and we are working with residents to bring their balances current.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:24 a.m.

President

5a

CYPRESS TERRACE DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 11, 2023

TO: Board of Directors,
CYPRESS TERRACE DEVELOPMENT CORPORATION

FROM: Karen R. Wilds, President *KRW*

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2022

The attached listing of proposed charge-offs of Tenants' Accounts Receivable is presented for your review and approval.

There are four accounts recommended for charge-off action with a total dollar value of \$2,673.00. This represents 1.2% of net rental revenue. We budget 2% for bad debt at Cypress Terrace.

The average amount per vacated account is \$668.25. Last year, we charged off \$7,657.37 (four accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$ 2,673.00 for the twelve-month period ending September 30, 2022 is recommended.

KRW/LKD

Attachments

Tenant Unpaid Charges

Property=cypress
Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
cypress								
t2054283								
	C-564786	122083	Past	04/01/2022	04/2022	RENT	311100000	\$67.00 RENT 4/1/2022 to 4/30/2022
	C-597213	122083	Past	05/20/2022	05/2022	RENT	311100000	\$86.00 RENT Adj AR, 03/01/2022 to 03/16/2022
Total For								\$153.00
t2054347								
	C-597292	122134	Past	05/01/2022	05/2022	RENT	311100000	\$104.00 RENT 5/1/2022 to 5/31/2022
	C-614615	122134	Past	06/01/2022	06/2022	RENT	311100000	\$396.00 RENT 6/1/2022 to 6/30/2022
	C-621095	122134	Past	07/01/2022	07/2022	RENT	311100000	\$396.00 RENT 7/1/2022 to 7/31/2022
	C-625125	122134	Past	07/13/2022	07/2022	RENT	311100000	\$13.00 RENT Adj AR, 04/01/2022 to 04/01/2022
Total For								\$909.00
t2054297								
	C-629770	122082	Past	09/01/2022	09/2022	RENT	311100000	\$156.40 Tenant Rent (09/2022)
Total For								\$156.40
t2054361								
	C-628771	122130	Past	08/25/2022	08/2022	DAMAGE	312003000	\$418.30 WO#30132 drip pan(s);wall prep (15.86x4hrs);refrigerator;range;trash out of apt(53.50x3hrs);blinds (36.98x2);blinds
	C-628772	122130	Past	08/25/2022	08/2022	DAMAGE	312003000	\$21.30 WO#30133 lock change
	C-636964	122130	Past	11/10/2022	11/2022	DAMAGE	312003000	\$1,015.00 WO#31760 replaced doors and wood trim
Total For								\$1,454.60
Summary								
Property Code	Charge Type						SubTotal	
cypress	DAMAGE						1,454.60	
	RENT						1,218.40	
	cypress						2,673.00	
	Grand Total						2,673.00	

**A RESOLUTION OF THE
CYPRESS TERRACE DEVELOPMENT CORPORATION
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE**

WHEREAS, there has been presented to the Board of Directors of the CYPRESS TERRACE DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2022 for the Cypress Terrace Apartments; and

WHEREAS, it is in the best interest of the Authority to pursue collection of said accounts:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the CYPRESS TERRACE DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$2,673.00 of tenant accounts receivable for the above stated property.

**Great Oaks Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of January 18, 2022 meeting
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2022
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Great Oaks Development Corporation
January 18, 2022**

Having duly given public notice, the Board of Directors of the Great Oaks Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:26 a.m. on Tuesday, January 18, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds – from Home office via Zoom
 Executive Director

 Carl V. Williamson – from NNRHA Board Room
 Director of Housing

 Valarie Ellis, Director – from NNRHA Board Room
 Administrative Services

 David Staley, Director – from NNRHA office via Zoom
 Community Development

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

**Approve Minutes of
January 19, 2021
Meeting**

Dr. Davis made a motion to approve the minutes of the January 19, 2021 meeting. The motion was seconded by Mr. Knight and passed with a unanimous vote,

**Election of Chairman
and Vice Chairman**

Dr. Davis made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Dr. Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Resolution of the Board
of Directors Authorizing
the Charge off of
Tenants Accounts
Receivable for the
twelve months ending
September 30, 2021**

Ms. Wilds reported as of September 30, 2021, there are two accounts recommended for charge-off action with a total dollar value of \$872.80. This represents .19% of Great Oaks Apartments net rental revenue.

Dr. Davis made a motion to approve the resolution. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Update on Great Oaks
Development
Corporation**

Ms. Wilds report that on December 31, 2021 the property had a balance of \$425,670.47 in replacement reserves, \$132,467. in operating reserves, occupancy rate of 97% and rent collection was 99%.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:29 a.m.

President


5a

GREAT OAKS DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 11, 2023

TO: Board of Directors,
GREAT OAKS DEVELOPMENT CORPORATION

FROM: Karen R. Wilds, President 

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2022

The attached listing of proposed charge-offs of Tenants' Accounts Receivable is presented for your review and approval.

There are four accounts recommended for charge-off action with a total dollar value of \$1,145.98. This represents .25% of Great Oaks Apartments net rental revenue. We budget 2% for bad debt at Great Oaks.

Last year, we charged off \$872.80 (two accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$1,145.98 for the twelve-month period ending September 30, 2022 is recommended.

KRW/LKD

Attachments

Tenant Unpaid Charges

Property=greatoak
Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
greatoak								
t2053970								
	C-570035	3060	Past	05/01/2022	05/2022	RENT	311100000	\$54.00 RENT 5/1/2022 to 5/31/2022
	C-588396	3060	Past	05/05/2022	05/2022	RENT	311100000	\$101.00 RENT Adj AR, 04/01/2022 to 04/13/2022
Total For								\$155.00
t2056644								
	C-630192	3036	Past	10/01/2022	10/2022	RENT	311100000	\$377.00 RENT 10/1/2022 to 10/31/2022
Total For								\$377.00
t2054071								
	C-476267	3109	Past	11/05/2021	11/2021	RENT	311100000	\$45.61 RENT Adj AR, 10/01/2021 to 10/08/2021
Total For								\$45.61
t2053985								
	C-570633	3139	Past	04/06/2022	04/2022	RENT	311100000	\$77.37 RENT Adj AR, 04/01/2022 to 04/17/2022
	C-570635	3139	Past	04/18/2022	04/2022	RENT	311100000	\$101.00 RENT Adj GR, 04/18/2022 to 04/30/2022
	C-570637	3139	Past	05/01/2022	05/2022	RENT	311100000	\$234.00 RENT 5/1/2022 to 5/31/2022
	C-588562	3139	Past	05/05/2022	05/2022	RENT	311100000	\$133.00 RENT Adj AR, 04/01/2022 to 04/17/2022
	C-588564	3139	Past	05/05/2022	05/2022	RENT	311100000	\$23.00 RENT Adj GR, 04/18/2022 to 04/20/2022
Total For								\$568.37
Property Code	Charge Type		SubTotal					
greatoak	RENT		1,145.98					
Grand Total		1,145.98						

**A RESOLUTION OF THE
GREAT OAKS DEVELOPMENT CORPORATION
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE**

WHEREAS, there has been presented to the Board of Directors of the GREAT OAKS DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2022 for Great Oaks Apartments; and

WHEREAS, it is in the best interest of the Authority to pursue collection of said accounts:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the GREAT OAKS DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$1,145.98 of tenant accounts receivable for the above stated property.

**Lassiter Courts Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of January 18, 2022 meeting
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider Resolution approving Tenants' Accounts Receivable Charge-off, twelve Months, Ending September 30, 2022
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Lassiter Courts Development Corporation
January 18, 2022**

Having duly given public notice, the Board of Directors of the Lassiter Courts Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:29 a.m. on Tuesday, January 18, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds – from Home office via Zoom
 Executive Director

 Carl V. Williamson – from NNRHA Board Room
 Director of Housing

 Valarie Ellis, Director – from NNRHA Board Room
 Administrative Services

 David Staley, Director – from NNRHA office via Zoom
 Community Development

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

**Approve Minutes of
January 19, 2021
Meeting**

Dr. Davis made a motion to approve the minutes of the January 19, 2021 meeting. The motion was seconded by Mr. Knight and passed with a unanimous vote,

**Election of Chairman
and Vice Chairman**

Dr. Davis made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Dr. Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Resolution of the Board
of Directors Authorizing
the Charge off of
Tenants Accounts
Receivable for the
twelve months ending
September 30, 2021**

Ms. Wilds reported as of September 30, 2021, there are five accounts recommended for charge-off action with a total dollar value of \$6,849.03. Recoveries from previously charged-off accounts are \$112.27 for the current fiscal year. This reduces our actual loss to \$6,736.76 this fiscal year representing 3% of Lassiter Courts Apartments net rental revenue.

Dr. Davis made a motion to approve the resolution. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Update on Lassiter
Courts Development
Corporation**

Ms. Wilds report that on December 31, 2021 the property had a balance of \$27,5047.39 in replacement reserves, occupancy rate of 98% and rent collection was 71%.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:32 a.m.

President

LASSITER COURTS DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 11, 2023

TO: Board of Directors,
Lassiter Courts Development Corporation

FROM: Karen R. Wilds, President *KRW*

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2022

The attached listing of proposed charge-offs of Tenants' Accounts Receivable is presented for your review and approval.

There are ten accounts recommended for charge-off action with a total dollar value of \$28,094.40. Recoveries from previously charged-off accounts are \$644.00 for the current fiscal year. This reduces our actual loss to \$27,450.40 this fiscal year representing 11.5% of Lassiter Courts Apartments net rental revenue. We budget 2% for bad debt at Lassiter Courts.

The average amount per vacated account is \$2,809.44. Last year, we charged off \$6,849.03 (five accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$28,094.40 for the twelve-month period ending September 30, 2022 is recommended.

KRW/LKD

Attachments

Tenant Unpaid Charges

Property=lassiter

Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Owed	Remark
lassiter									
t2055654									
	C-111786	172450	Past	03/09/2020	03/2020	SECDEP	211400000	\$382.00	Security Deposit-MI on 3/9/2020
	C-292599	172450	Past	02/01/2021	02/2021	RENT	311100000	\$78.00	RENT 2/1/2021 to 2/28/2021
	C-310971	172450	Past	03/01/2021	03/2021	RENT	311100000	\$123.00	RENT 3/1/2021 to 3/31/2021
	C-328637	172450	Past	04/01/2021	04/2021	RENT	311100000	\$123.00	RENT 4/1/2021 to 4/30/2021
	C-345996	172450	Past	05/01/2021	05/2021	RENT	311100000	\$123.00	RENT 5/1/2021 to 5/31/2021
	C-361417	172450	Past	05/01/2021	05/2021	RENT	311100000	\$565.00	Tenant Rent (05/2021)
	C-380828	172450	Past	06/01/2021	06/2021	RENT	311100000	\$565.00	Tenant Rent (06/2021)
	C-400008	172450	Past	07/01/2021	07/2021	RENT	311100000	\$565.00	Tenant Rent (07/2021)
	C-418391	172450	Past	08/01/2021	08/2021	RENT	311100000	\$565.00	Tenant Rent (08/2021)
	C-437406	172450	Past	09/01/2021	09/2021	RENT	311100000	\$565.00	Tenant Rent (09/2021)
	C-455751	172450	Past	10/01/2021	10/2021	RENT	311100000	\$565.00	Tenant Rent (10/2021)
	C-475143	172450	Past	11/01/2021	11/2021	RENT	311100000	\$565.00	Tenant Rent (11/2021)
	C-492698	172450	Past	12/01/2021	12/2021	RENT	311100000	\$565.00	Tenant Rent (12/2021)
	C-511712	172450	Past	01/01/2022	01/2022	RENT	311100000	\$565.00	Tenant Rent (01/2022)
	C-530548	172450	Past	02/01/2022	02/2022	RENT	311100000	\$565.00	Tenant Rent (02/2022)
	C-548011	172450	Past	03/01/2022	03/2022	RENT	311100000	\$565.00	Tenant Rent (03/2022)
	C-372957	172450	Past	05/18/2021	05/2021	UTILITIE	312007000	\$32.64	Tenant's Dominion Energy bill paid by NNRHA. Closing Bill date 4/27/21
	C-350928	172450	Past	04/13/2021	04/2021	UTILITIE	312007000	\$35.47	Tenant's Dominion Energy bill paid by NNRHA. Bill date 4/1/21
	C-329310	172450	Past	03/08/2021	03/2021	UTILITIE	312007000	\$33.46	Tenant's Dominion Energy bill paid by NNRHA 3/30-4/27
	C-329311	172450	Past	03/08/2021	03/2021	UTILITIE	312007000	\$42.36	Tenant's Dominion Energy bill paid by NNRHA 4/29-5/29
	C-329312	172450	Past	03/08/2021	03/2021	UTILITIE	312007000	\$79.82	Tenant's Dominion Energy bill paid by NNRHA 5/29-6/29
	C-329313	172450	Past	03/08/2021	03/2021	UTILITIE	312007000	\$104.40	Tenant's Dominion Energy bill paid by NNRHA 6/29-7/29
	C-329314	172450	Past	03/08/2021	03/2021	UTILITIE	312007000	\$77.12	Tenant's Dominion Energy bill paid by NNRHA 7/29-8/27
	C-329315	172450	Past	03/08/2021	03/2021	UTILITIE	312007000	\$72.93	Tenant's Dominion Energy bill paid by NNRHA 8/27-9/30
	C-329316	172450	Past	03/08/2021	03/2021	UTILITIE	312007000	\$39.13	Tenant's Dominion Energy bill paid by NNRHA 9/30-10/27
	C-329317	172450	Past	03/08/2021	03/2021	UTILITIE	312007000	\$42.60	Tenant's Dominion Energy bill paid by NNRHA 10/27-11/30
	C-329318	172450	Past	03/08/2021	03/2021	UTILITIE	312007000	\$36.40	Tenant's Dominion Energy bill paid by NNRHA 11/30-12/30
	C-329319	172450	Past	03/08/2021	03/2021	UTILITIE	312007000	\$36.38	Tenant's Dominion Energy bill paid by NNRHA 12/30-1/29/21
	C-341267	172450	Past	03/29/2021	03/2021	UTILITIE	312007000	\$35.88	Tenant's Dominion Energy bill paid by NNRHA. (Bill date 3/3/21)
Total For								\$7,712.59	
t2055586									
	C-530546	172447	Past	02/01/2022	02/2022	RENT	311100000	\$214.45	Tenant Rent (02/2022)
	C-548009	172447	Past	03/01/2022	03/2022	RENT	311100000	\$609.00	Tenant Rent (03/2022)
	C-567853	172447	Past	04/01/2022	04/2022	RENT	311100000	\$609.00	Tenant Rent (04/2022)
	C-586578	172447	Past	05/01/2022	05/2022	RENT	311100000	\$609.00	Tenant Rent (05/2022)
Total For								\$2,041.45	
t2055706									
	C-380830	172455	Past	06/01/2021	06/2021	RENT	311100000	\$473.32	Tenant Rent (06/2021)
	C-400010	172455	Past	07/01/2021	07/2021	RENT	311100000	\$632.00	Tenant Rent (07/2021)
	C-418393	172455	Past	08/01/2021	08/2021	RENT	311100000	\$632.00	Tenant Rent (08/2021)
	C-437408	172455	Past	09/01/2021	09/2021	RENT	311100000	\$632.00	Tenant Rent (09/2021)
	C-455753	172455	Past	10/01/2021	10/2021	RENT	311100000	\$632.00	Tenant Rent (10/2021)
	C-475145	172455	Past	11/01/2021	11/2021	RENT	311100000	\$632.00	Tenant Rent (11/2021)
	C-492700	172455	Past	12/01/2021	12/2021	RENT	311100000	\$632.00	Tenant Rent (12/2021)
	C-511714	172455	Past	01/01/2022	01/2022	RENT	311100000	\$632.00	Tenant Rent (01/2022)
	C-530550	172455	Past	02/01/2022	02/2022	RENT	311100000	\$632.00	Tenant Rent (02/2022)

C-548013	172455	Past	03/01/2022	03/2022	RENT	311100000	\$632.00	Tenant Rent (03/2022)
C-567856	172455	Past	04/01/2022	04/2022	RENT	311100000	\$632.00	Tenant Rent (04/2022)
C-586580	172455	Past	05/01/2022	05/2022	RENT	311100000	\$632.00	Tenant Rent (05/2022)
C-605009	172455	Past	06/01/2022	06/2022	RENT	311100000	\$632.00	Tenant Rent (06/2022)
C-624151	172455	Past	07/01/2022	07/2022	RENT	311100000	\$632.00	Tenant Rent (07/2022)
Total For							\$8,689.32	

t2056065								
C-552644	172422	Past	04/01/2022	04/2022	RENT	311100000	\$246.00	RENT 4/1/2022 to 4/30/2022
C-571270	172422	Past	05/01/2022	05/2022	RENT	311100000	\$268.00	RENT 5/1/2022 to 5/31/2022
C-591333	172422	Past	06/01/2022	06/2022	RENT	311100000	\$268.00	RENT 6/1/2022 to 6/30/2022
C-610271	172422	Past	06/10/2022	06/2022	RENT	311100000	\$138.00	RENT Adj AR, 05/01/2022 to 05/16/2022
Total For							\$920.00	

t2056387								
C-571324	172457	Past	05/01/2022	05/2022	RENT	311100000	\$97.00	RENT 5/1/2022 to 5/31/2022
C-591384	172457	Past	05/10/2022	05/2022	RENT	311100000	\$32.00	RENT Adj MI, 04/01/2022 to 04/04/2022
Total For							\$129.00	

t2054452								
C-441398	172495	Past	10/01/2021	10/2021	RENT	311100000	\$486.93	RENT 10/1/2021 to 10/31/2021
C-458010	172495	Past	11/01/2021	11/2021	RENT	311100000	\$600.00	RENT 11/1/2021 to 11/30/2021
C-479032	172495	Past	12/01/2021	12/2021	RENT	311100000	\$600.00	RENT 12/1/2021 to 12/31/2021
C-495884	172495	Past	01/01/2022	01/2022	RENT	311100000	\$600.00	RENT 1/1/2022 to 1/31/2022
C-496561	172495	Past	12/01/2021	12/2021	RENT	311100000	\$836.00	Rent adjmt 12/01/2021-12/31/2021
C-511717	172495	Past	01/01/2022	01/2022	RENT	311100000	\$836.00	Tenant Rent (01/2022)
C-530552	172495	Past	02/01/2022	02/2022	RENT	311100000	\$836.00	Tenant Rent (02/2022)
C-548015	172495	Past	03/01/2022	03/2022	RENT	311100000	\$836.00	Tenant Rent (03/2022)
C-567858	172495	Past	04/01/2022	04/2022	RENT	311100000	\$836.00	Tenant Rent (04/2022)
C-586582	172495	Past	05/01/2022	05/2022	RENT	311100000	\$836.00	Tenant Rent (05/2022)
Total For							\$7,302.93	

t2055436								
C-571287	172431	Past	05/01/2022	05/2022	RENT	311100000	\$258.00	RENT 5/1/2022 to 5/31/2022
C-591346	172431	Past	06/01/2022	06/2022	RENT	311100000	\$265.00	RENT 6/1/2022 to 6/30/2022
C-628053	172431	Past	08/08/2022	08/2022	UTILIREC	311201000	\$113.00	Util Recovery IR, 06/01/2022 to 08/31/2022
Total For							\$636.00	

t2055407								
C-610240	172409	Past	06/10/2022	06/2022	UTILIREC	311201000	\$1.63	Util Recovery AR, 04/01/2022 to 06/30/2022
Total For							\$1.63	

t2055446								
C-630452	172425	Past	09/09/2022	09/2022	UTILIREC	311201000	\$109.00	Util Recovery AR, 06/01/2022 to 09/30/2022
Total For							\$109.00	

t2055437								
C-617043	172422	Past	06/21/2022	06/2022	UTILITIE	312007000	\$552.48	Tenant's past due bill paid by NNRHA. Bill date 06/02/2022 Bill attached to account
Total For							\$552.48	

Property Code	Charge Type	SubTotal
lassiter		
	RENT	26,267.70
	SECDEP	382.00
	UTILIREC	223.63
	UTILITIE	1,221.07
	lassiter	28,094.40
	Grand Total	28,094.40

**A RESOLUTION OF THE
LASSITER COURTS DEVELOPMENT CORPORATION
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE**

WHEREAS, there has been presented to the Board of Directors of the LASSITER COURTS DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2022 for Lassiter Courts Apartments; and

WHEREAS, it is in the best interest of the Authority to pursue collection of said accounts:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the LASSITER COURTS DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$28,094.40 of tenant accounts receivable for the above stated property.

**Lower Jefferson Avenue Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of January 18, 2022
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Lower Jefferson Avenue Development Corporation
January 18, 2022**

Having duly given public notice, the Board of Directors of the Lower Jefferson Avenue Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:33 a.m. on Tuesday, January 18, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds – from Home office via Zoom
 Executive Director

 Carl V. Williamson – from NNRHA Board Room
 Director of Housing

 Valarie Ellis, Director – from NNRHA Board Room
 Administrative Services

 David Staley, Director – from NNRHA office via Zoom
 Community Development

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

**Approve Minutes of
January 19, 2021
Meeting**

Dr. Davis made a motion to approve the minutes of the January 19, 2021 meeting. The motion was seconded by Mr. Knight and passed with a unanimous vote,

**Election of Chairman
and Vice Chairman**

Dr. Davis made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Dr. Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Update Lower Jefferson
Avenue Development
Corporation**

Ms. Wilds report that on December 31, 2021 the property had a balance of \$69,879.50 in replacement reserves, \$172,733. in operating reserves, occupancy rate of 96% and rent collection was 68%.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:35 a.m.

President

**Orcutt Townhomes Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of January 18, 2022
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Orcutt Townhomes Development Corporation
January 18, 2022**

Having duly given public notice, the Board of Directors of the Orcutt Townhomes Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:35 a.m. on Tuesday, January 18, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds – from Home office via Zoom
 Executive Director

 Carl V. Williamson – from NNRHA Board Room
 Director of Housing

 Valarie Ellis, Director – from NNRHA Board Room
 Administrative Services

 David Staley, Director – from NNRHA office via Zoom
 Community Development

 Justin Orie – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

**Approve Minutes of
October 19, 2021
Meeting**

Dr. Davis made a motion to approve the minutes of the October 19, 2021 meeting. The motion was seconded by Mr. Knight and passed with a unanimous vote,

**Election of Chairman
and Vice Chairman**

Dr. Davis made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Dr. Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Update on Orcutt
Townhomes
Development
Corporation**

Ms. Wilds reminded the Board that in October, 2021 we allowed the exit of the investment partner as the Low-Income Housing Tax Credit period ended and replaced with a solely NNRHA limited partner. We intend to apply for new Tax Credits in March to undertake some needed improvements. She also reported that on December 31, 2021 the property had a balance of \$322,418.04 in replacement reserves, \$298,705.99 in operating reserves, occupancy rate of 100% and rent collection was 75%.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:40 a.m.

President

**Orcutt TH 40 Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approval of Minutes of March 15, 2022
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Orcutt TH 40 Development Corporation
March 15 2022**

The Board of Directors of Orcutt TH 40 Development Corporation met at the office of the Newport News Redevelopment and Housing Authority, 227-27th Street, in the City of Newport News, Virginia, at 9:28 a.m. on Tuesday, March 15, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present:

Kenneth Penrose
Lisa Wallace-Davis
William Black
George Knight
Lou Call
Barbara Holley
Thaddeus Holloman

Also present:

Raymond H. Suttle, Jr. – from NNRHA Board Room
Jones, Blechman, Woltz & Kelly, P.C.

Karen R. Wilds – from NNRHA Board Room
President
Secretary and Treasurer

Carl V. Williamson – from NNRHA Board Room
Director of Housing

Valarie Ellis, Director – from NNRHA office via Zoom
Administrative Services

Lisa Dessoffy, Director – from NNRHA office via Zoom
Finance

David Staley, Director – from NNRHA Board Room
Community Development

Teresa Bennett – from NNRHA Board Room
Executive Assistant

Justin Orié – from NNRHA Board Room
NNRHA IT Department

Tricia Wilson
City of Newport News, Department of Development

Priscilla Green
City of Newport News, Department of Development

John Badman
McGuire Woods

Michael Graff – via Zoom
McGuire Woods

Steven Kahn – via Zoom
Standard Denbigh Trace

Scott Fink – via Zoom
City Line Apartments

Seth Gillis – via Zoom
City Line Apartments

Mark Hall
Woodlands Oyster Point

William Nusbaum
Williams Mullen – Choice Neighborhood IV-R

Sherif Ismail – via Zoom
Pennrose

Christine Robertson – via Zoom
Pennrose

**Minutes of a Meeting of the
Orcutt TH 40 Development Corporation
March 15 2022**

**Election of Chairman
and Vice Chairman**

Mr. Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis Penrose to the position of Vice Chairman. The motion was seconded by Ms. Call and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Mr. Black made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Dr. Davis and passed with a unanimous vote.

New Business

**Resolution of the Board
of Directors of the
Orcutt TH 40
Development
Corporation approving
the Operating
Agreement of Orcutt TH
40 LLC and the Bylaws
of the Orcutt TH 40
Development
Corporation**

The Board had been provided copies of a resolution approving the Operating Agreement of Orcutt TH 40 LLC and Bylaws for the Orcutt TH 40 Development Corporation. In late 2021 in accordance with Title 36 of the Code of Virginia and the NNRHA Board of Commissioners and the Newport News City Council approved the formation of the Orcutt TH 40 LLC and the Orcutt TH 40 Development Corporation which serves as the managing member of the LLC. These entities were created prerequisite to submission of a request to Virginia Housing for a set-aside of federal tax credits (LIHTC) for the Orcutt Townhomes I Project. The equity from the sale of these credits, if received, will be combined with other resources to undertake, via HUD's Rental Assistance Demonstration Program (RAD), the conversion and renovation of the aforementioned 40-unit public housing project located in the vicinity 33rd, 34th and 35th Streets and Orcutt Avenue. The Orcutt Townhomes I Project, if successfully underwritten and approved, will be the seventh existing public housing property in the City converted and renovated via RAD to the Section 8 Housing Assistance Payments program.

Mr. Knight made a motion to approve the resolution. Mr. Black seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:31 a.m.

President

**Orcutt Townhomes Phase III Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of January 18, 2022
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2022
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Orcutt Townhomes Phase III Development Corporation
January 18, 2022**

Having duly given public notice, the Board of Directors of the Orcutt Townhomes Phase III Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:40 a.m. on Tuesday, January 18, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds – from Home office via Zoom
 Executive Director

 Carl V. Williamson – from NNRHA Board Room
 Director of Housing

 Valarie Ellis, Director – from NNRHA Board Room
 Administrative Services

 David Staley, Director – from NNRHA office via Zoom
 Community Development

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

**Approve Minutes of
January 19, 2021
Meeting**

Dr. Davis made a motion to approve the minutes of the January 19, 2021 meeting. The motion was seconded by Mr. Knight and passed with a unanimous vote,

**Election of Chairman
and Vice Chairman**

Dr. Davis made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Dr. Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Update on Orcutt
Townhomes Phase III
Development
Corporation**

Ms. Wilds reported that on December 31, 2021 the property had a balance of \$296,731.48 in replacement reserves, \$199,905.61 in operating reserves, occupancy rate of 97% and rent collection was 66%.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:42 a.m.

President


5a

ORCUTT TOWNHOMES PHASE III DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 11, 2023

TO: Board of Directors,
Orcutt Townhomes Phase III Development Corporation

FROM: Karen R. Wilds, President 

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2022

The attached listing of proposed charge-offs of Tenants' Accounts Receivable is presented for your review and approval.

There are two accounts recommended for charge-off action with a total dollar value of \$21,051.12. This represents 20.2% of Orcutt Townhomes Phase III Apartments net rental revenue. We budget 2% for bad debt at Orcutt Townhomes Phase III. Last year, we did not have any charge-offs.

Adoption of the attached resolution authorizing the charge-off in the total amount of \$21,051.12 for the twelve-month period ending September 30, 2022 is recommended.

KRW/LKD

Attachments

Tenant Unpaid Charges

Property=orcutt3

Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Owed	Remark
orcutt3									
t2054370									
	C-21036	262657	Past	11/01/2019	11/2019	RENT	311100000	\$522.90	RENT 11/1/2019 to 11/30/2019
	C-24610	262657	Past	12/01/2019	12/2019	RENT	311100000	\$652.00	RENT 12/1/2019 to 12/31/2019
	C-39429	262657	Past	01/01/2020	01/2020	RENT	311100000	\$652.00	RENT 1/1/2020 to 1/31/2020
	C-66170	262657	Past	02/01/2020	02/2020	RENT	311100000	\$652.00	RENT 2/1/2020 to 2/29/2020
	C-90028	262657	Past	03/01/2020	03/2020	RENT	311100000	\$652.00	RENT 3/1/2020 to 3/31/2020
	C-114407	262657	Past	04/01/2020	04/2020	RENT	311100000	\$652.00	RENT 4/1/2020 to 4/30/2020
	C-127512	262657	Past	04/06/2020	04/2020	RENT	311100000	\$273.00	RENT Adj AR, 03/01/2020 to 03/13/2020
Total For								\$4,055.90	

t2054375									
	C-306813	262648	Past	02/01/2021	02/2021	RENT	311100000	\$792.00	Tenant Rent (02/2021)
	C-324733	262648	Past	03/01/2021	03/2021	RENT	311100000	\$792.00	Tenant Rent (03/2021)
	C-343823	262648	Past	04/01/2021	04/2021	RENT	311100000	\$792.00	Tenant Rent (04/2021)
	C-361384	262648	Past	05/01/2021	05/2021	RENT	311100000	\$792.00	Tenant Rent (05/2021)
	C-380851	262648	Past	06/01/2021	06/2021	RENT	311100000	\$792.00	Tenant Rent (06/2021)
	C-400015	262648	Past	07/01/2021	07/2021	RENT	311100000	\$792.00	Tenant Rent (07/2021)
	C-411816	262648	Past	01/01/2021	07/2021	RENT	311100000	\$494.22	Tenant Rent 01/01/2021 to 01/31/2021Lease Charge Adjustment
	C-411817	262648	Past	02/01/2021	07/2021	RENT	311100000	\$790.00	Tenant Rent 02/01/2021 to 02/28/2021Lease Charge Adjustment
	C-411818	262648	Past	03/01/2021	07/2021	RENT	311100000	\$790.00	Tenant Rent 03/01/2021 to 03/31/2021Lease Charge Adjustment
	C-411819	262648	Past	04/01/2021	07/2021	RENT	311100000	\$790.00	Tenant Rent 04/01/2021 to 04/30/2021Lease Charge Adjustment
	C-411820	262648	Past	05/01/2021	07/2021	RENT	311100000	\$790.00	Tenant Rent 05/01/2021 to 05/31/2021Lease Charge Adjustment
	C-411821	262648	Past	06/01/2021	07/2021	RENT	311100000	\$790.00	Tenant Rent 06/01/2021 to 06/30/2021Lease Charge Adjustment
	C-411822	262648	Past	07/01/2021	07/2021	RENT	311100000	\$790.00	Tenant Rent 07/01/2021 to 07/31/2021Lease Charge Adjustment
	C-418413	262648	Past	08/01/2021	08/2021	RENT	311100000	\$790.00	Tenant Rent (08/2021)
	C-437318	262648	Past	09/01/2021	09/2021	RENT	311100000	\$790.00	Tenant Rent (09/2021)
	C-455781	262648	Past	10/01/2021	10/2021	RENT	311100000	\$790.00	Tenant Rent (10/2021)
	C-474285	262648	Past	11/01/2021	11/2021	RENT	311100000	\$790.00	Tenant Rent (11/2021)
	C-492831	262648	Past	12/01/2021	12/2021	RENT	311100000	\$790.00	Tenant Rent (12/2021)
	C-511817	262648	Past	01/01/2022	01/2022	RENT	311100000	\$790.00	Tenant Rent (01/2022)
	C-530555	262648	Past	02/01/2022	02/2022	RENT	311100000	\$790.00	Tenant Rent (02/2022)
	C-548032	262648	Past	03/01/2022	03/2022	RENT	311100000	\$790.00	Tenant Rent (03/2022)
	C-289613	262648	Past	01/04/2021	01/2021	UTILIREC	311201000	\$665.00	Util Recovery AR, 09/01/2020 to 01/31/2021
Total For								\$16,971.22	

Property Code	Charge Type	SubTotal
orcutt3		
	RENT	20,362.12
	UTILIREC	689.00
	orcutt3	21,051.12
	Grand Total	21,051.12

**A RESOLUTION OF THE
ORCUTT TOWNHOMES PHASE III DEVELOPMENT CORPORATION
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE**

WHEREAS, there has been presented to the Board of Directors of the ORCUTT TOWNHOMES PHASE III DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2022 for Orcutt Townhomes Phase III Apartments; and

WHEREAS, it is in the best interest of the Authority to pursue collection of said accounts:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the ORCUTT TOWNHOMES PHASE III DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$21,051.12 of tenant accounts receivable for the above stated property.

**Oyster Point Brighton Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News VA 23607

Agenda

1. Roll call
2. Approval of Minutes of January 18, 2022
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider Resolution approving Tenants' Accounts Receivable Charge-off, Twelve Months, Ending September 30, 2022
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Oyster Point Brighton Development Corporation
January 18, 2022**

Having duly given public notice, the Board of Directors of the Oyster Point Brighton Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:42 a.m. on Tuesday, January 18, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds – from Home office via Zoom
 Executive Director

 Carl V. Williamson – from NNRHA Board Room
 Director of Housing

 Valarie Ellis, Director – from NNRHA Board Room
 Administrative Services

 David Staley, Director – from NNRHA office via Zoom
 Community Development

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

**Approve Minutes of
January 19, 2021
Meeting**

Dr. Davis made a motion to approve the minutes of the January 19, 2021 meeting. The motion was seconded by Mr. Knight and passed with a unanimous vote,

**Election of Chairman
and Vice Chairman**

Dr. Davis made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Dr. Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**A Resolution of the
Oyster Point-Brighton
Development
Corporation authorizing
Charge Off of Tenants'
Accounts Receivable**

Ms. Wilds reported as of September 30, 2021, there are ten accounts recommended for charge-off action with a total dollar value of \$17,748.24. This represents 3.6% of Oyster Point-Brighton net rental revenue. The average amount per vacated account is \$1,774.82.

Dr. Davis made a motion to approve the resolution. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Update on Oyster Point
Brighton Development
Corporation**

Ms. Wilds reported that on December 31, 2021 the property had a balance of \$207,708.60 in replacement reserves, \$562,307.96 in operating reserves, occupancy rate of 100% and rent collection for Oyster Point - 84%, Brighton - 76%.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:44 a.m.

President


5a

OYSTER POINT-BRIGHTON DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 12, 2023

TO: Board of Directors,
OYSTER POINT-BRIGHTON DEVELOPMENT CORPORATION

FROM: Karen R. Wilds, President 

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2022

The attached listing of proposed charge-offs of Tenants' Accounts Receivable is presented for your review and approval.

There are twenty-one accounts recommended for charge-off action with a total dollar value of \$51,463.96. This represents 9.3% of net rental revenue. We budget 2% for bad debt at Oyster Point-Brighton.

The average amount per vacated account is \$2,450.66. Last year, we charged off \$17,748.24 (ten accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$51,463.96 for the twelve-month period ending September 30, 2022 is recommended.

KRW/LKD

Attachments

Tenant Unpaid Charges

Property=oystrbrt

Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
oystrbrt								
t2056349								
	C-624824	101772	Past	08/01/2022	08/2022	RENT	311100000	\$86.00 RENT 8/1/2022 to 8/31/2022
	C-627536	101772	Past	08/04/2022	08/2022	RENT	311100000	\$74.00 RENT Adj MI, 07/01/2022 to 07/12/2022
Total For								\$160.00
t2054218								
	C-624902	152311	Past	08/01/2022	08/2022	RENT	311100000	\$589.00 RENT 8/1/2022 to 8/31/2022
	C-620879	152311	Past	07/01/2022	07/2022	RENT	311100000	\$589.00 RENT 7/1/2022 to 7/31/2022
	C-597041	152311	Past	05/01/2022	05/2022	RENT	311100000	\$589.00 RENT 5/1/2022 to 5/31/2022
	C-627610	152311	Past	09/01/2022	09/2022	RENT	311100000	\$589.00 RENT 9/1/2022 to 9/30/2022
	C-631005	152311	Past	10/01/2022	10/2022	RENT	311100000	\$589.00 RENT 10/1/2022 to 10/31/2022
	C-633679	152311	Past	10/11/2022	10/2022	RENT	311100000	\$530.00 RENT Adj AR, 09/01/2022 to 09/27/2022
	C-199152	152311	Past	09/01/2020	09/2020	RENT	311100000	\$216.55 RENT 9/1/2020 to 9/30/2020
	C-219829	152311	Past	10/01/2020	10/2020	RENT	311100000	\$559.00 RENT 10/1/2020 to 10/31/2020
	C-238598	152311	Past	11/01/2020	11/2020	RENT	311100000	\$559.00 RENT 11/1/2020 to 11/30/2020
	C-256406	152311	Past	12/01/2020	12/2020	RENT	311100000	\$559.00 RENT 12/1/2020 to 12/31/2020
	C-274536	152311	Past	01/01/2021	01/2021	RENT	311100000	\$559.00 RENT 1/1/2021 to 1/31/2021
	C-291684	152311	Past	02/01/2021	02/2021	RENT	311100000	\$559.00 RENT 2/1/2021 to 2/28/2021
	C-310742	152311	Past	03/01/2021	03/2021	RENT	311100000	\$559.00 RENT 3/1/2021 to 3/31/2021
	C-328967	152311	Past	04/01/2021	04/2021	RENT	311100000	\$559.00 RENT 4/1/2021 to 4/30/2021
	C-345651	152311	Past	05/01/2021	05/2021	RENT	311100000	\$559.00 RENT 5/1/2021 to 5/31/2021
	C-363081	152311	Past	06/01/2021	06/2021	RENT	311100000	\$559.00 RENT 6/1/2021 to 6/30/2021
	C-386061	152311	Past	07/01/2021	07/2021	RENT	311100000	\$559.00 RENT 7/1/2021 to 7/31/2021
	C-402345	152311	Past	08/01/2021	08/2021	RENT	311100000	\$559.00 RENT 8/1/2021 to 8/31/2021
	C-422881	152311	Past	09/01/2021	09/2021	RENT	311100000	\$559.00 RENT 9/1/2021 to 9/30/2021
	C-443140	152311	Past	10/01/2021	10/2021	RENT	311100000	\$559.00 RENT 10/1/2021 to 10/31/2021
	C-462607	152311	Past	11/01/2021	11/2021	RENT	311100000	\$559.00 RENT 11/1/2021 to 11/30/2021
	C-484551	152311	Past	12/01/2021	12/2021	RENT	311100000	\$559.00 RENT 12/1/2021 to 12/31/2021
	C-496724	152311	Past	01/01/2022	01/2022	RENT	311100000	\$559.00 RENT 1/1/2022 to 1/31/2022
	C-539080	152311	Past	02/16/2022	02/2022	RENT	311100000	\$1,178.00 RENT Adj AR, 12/01/2021 to 01/31/2022
	C-539082	152311	Past	02/01/2022	02/2022	RENT	311100000	\$589.00 RENT 2/1/2022 to 2/28/2022
	C-539450	152311	Past	03/01/2022	03/2022	RENT	311100000	\$589.00 RENT 3/1/2022 to 3/31/2022
	C-565633	152311	Past	04/01/2022	04/2022	RENT	311100000	\$589.00 RENT 4/1/2022 to 4/30/2022
	C-614389	152311	Past	06/01/2022	06/2022	RENT	311100000	\$589.00 RENT 6/1/2022 to 6/30/2022
	C-633255	152311	Past	10/07/2022	10/2022	DAMAGE	312003000	\$21.30 WO#31190 LOCK
	C-633256	152311	Past	10/07/2022	10/2022	DAMAGE	312003000	\$254.94 WO#31192 CLEAN REFRIGERATOR;CLEAN RANGE;CLEAN OUT UNIT;BLINDS
Total For								\$16,445.79
t2055677								
	C-586591	101736	Past	05/01/2022	05/2022	RENT	311100000	\$848.00 Tenant Rent (05/2022)
	C-605033	101736	Past	06/01/2022	06/2022	RENT	311100000	\$848.00 Tenant Rent (06/2022)
	C-530562	101736	Past	02/01/2022	02/2022	RENT	311100000	\$194.13 Tenant Rent (02/2022)
	C-548039	101736	Past	03/01/2022	03/2022	RENT	311100000	\$848.00 Tenant Rent (03/2022)
	C-567861	101736	Past	04/01/2022	04/2022	RENT	311100000	\$848.00 Tenant Rent (04/2022)
Total For								\$3,586.13
t2054163								
	C-596966	101780	Past	05/01/2022	05/2022	RENT	311100000	\$540.00 RENT 5/1/2022 to 5/31/2022
	C-484485	101780	Past	12/01/2021	12/2021	RENT	311100000	\$79.00 RENT 12/1/2021 to 12/31/2021
	C-565562	101780	Past	04/01/2022	04/2022	RENT	311100000	\$540.00 RENT 4/1/2022 to 4/30/2022
	C-639808	101780	Past	12/09/2022	12/2022	UTILIREC	311201000	\$192.00 Util Recovery IR, 10/01/2022 to 12/31/2022
Total For								\$1,351.00

t2054148								
C-597148	152375	Past	05/20/2022	05/2022	RENT	311100000	\$34.00	RENT Adj AR, 03/01/2022 to 03/08/2022
C-484646	152375	Past	12/01/2021	12/2021	RENT	311100000	\$104.30	RENT 12/1/2021 to 12/31/2021
C-496808	152375	Past	01/01/2022	01/2022	RENT	311100000	\$130.00	RENT 1/1/2022 to 1/31/2022
C-539184	152375	Past	02/01/2022	02/2022	RENT	311100000	\$130.00	RENT 2/1/2022 to 2/28/2022
C-539556	152375	Past	03/01/2022	03/2022	RENT	311100000	\$130.00	RENT 3/1/2022 to 3/31/2022
C-565735	152375	Past	04/01/2022	04/2022	RENT	311100000	\$130.00	RENT 4/1/2022 to 4/30/2022
Total For							\$658.30	
t2054186								
C-633550	101737	Past	11/01/2022	11/2022	RENT	311100000	\$111.00	RENT 11/1/2022 to 11/30/2022
C-636048	101737	Past	11/04/2022	11/2022	RENT	311100000	\$7.00	RENT Adj AR, 09/01/2022 to 09/01/2022
Total For							\$118.00	
t2054173								
C-186221	152393	Past	07/13/2020	07/2020	RENT	311100000	\$848.82	RENT Adj UT, 06/25/2019 to 05/31/2020
C-614520	152393	Past	06/17/2022	06/2022	UTILIREC	311201000	\$29.00	Util Recovery AR, 04/01/2022 to 05/31/2022
Total For							\$877.82	
t2054115								
C-197618	152335	Past	08/01/2020	08/2020	RENT	311100000	\$812.00	Tenant Rent (08/2020)
C-214960	152335	Past	09/01/2020	09/2020	RENT	311100000	\$812.00	Tenant Rent (09/2020)
C-219600	152335	Past	07/01/2020	09/2020	RENT	311100000	\$666.67	July rent never posted to acct
C-233857	152335	Past	10/01/2020	10/2020	RENT	311100000	\$812.00	Tenant Rent (10/2020)
C-251383	152335	Past	11/01/2020	11/2020	RENT	311100000	\$812.00	Tenant Rent (11/2020)
C-269315	152335	Past	12/01/2020	12/2020	RENT	311100000	\$812.00	Tenant Rent (12/2020)
C-288472	152335	Past	01/01/2021	01/2021	RENT	311100000	\$812.00	Tenant Rent (01/2021)
C-306826	152335	Past	02/01/2021	02/2021	RENT	311100000	\$812.00	Tenant Rent (02/2021)
C-361397	152335	Past	05/01/2021	05/2021	RENT	311100000	\$812.00	Tenant Rent (05/2021)
C-380865	152335	Past	06/01/2021	06/2021	RENT	311100000	\$812.00	Tenant Rent (06/2021)
C-400030	152335	Past	07/01/2021	07/2021	RENT	311100000	\$812.00	Tenant Rent (07/2021)
C-418429	152335	Past	08/01/2021	08/2021	RENT	311100000	\$812.00	Tenant Rent (08/2021)
C-437285	152335	Past	09/01/2021	09/2021	RENT	311100000	\$812.00	Tenant Rent (09/2021)
Total For							\$10,410.67	
t2054244								
C-310711	101806	Past	03/01/2021	03/2021	RENT	311100000	\$204.00	RENT 3/1/2021 to 3/31/2021
C-343799	101806	Past	04/01/2021	04/2021	RENT	311100000	\$804.00	Tenant Rent (04/2021)
C-361393	101806	Past	05/01/2021	05/2021	RENT	311100000	\$804.00	Tenant Rent (05/2021)
C-380861	101806	Past	06/01/2021	06/2021	RENT	311100000	\$804.00	Tenant Rent (06/2021)
C-400027	101806	Past	07/01/2021	07/2021	RENT	311100000	\$804.00	Tenant Rent (07/2021)
C-418426	101806	Past	08/01/2021	08/2021	RENT	311100000	\$804.00	Tenant Rent (08/2021)
C-437280	101806	Past	09/01/2021	09/2021	RENT	311100000	\$804.00	Tenant Rent (09/2021)
C-597005	101806	Past	05/20/2022	05/2022	UTILIREC	311201000	\$60.00	Util Recovery IR, 03/01/2022 to 04/30/2022
Total For							\$5,088.00	
t2054158								
C-380855	101727	Past	06/01/2021	06/2021	RENT	311100000	\$411.68	Tenant Rent (06/2021)
C-400020	101727	Past	07/01/2021	07/2021	RENT	311100000	\$627.00	Tenant Rent (07/2021)
C-418419	101727	Past	08/01/2021	08/2021	RENT	311100000	\$627.00	Tenant Rent (08/2021)
C-437273	101727	Past	09/01/2021	09/2021	RENT	311100000	\$627.00	Tenant Rent (09/2021)
C-455759	101727	Past	10/01/2021	10/2021	RENT	311100000	\$627.00	Tenant Rent (10/2021)
C-474292	101727	Past	11/01/2021	11/2021	RENT	311100000	\$627.00	Tenant Rent (11/2021)
C-492706	101727	Past	12/01/2021	12/2021	RENT	311100000	\$627.00	Tenant Rent (12/2021)
Total For							\$4,173.68	
t0045760								
C-422813	101782	Past	09/01/2021	09/2021	RENT	311100000	\$93.00	RENT 9/1/2021 to 9/30/2021
C-443073	101782	Past	10/01/2021	10/2021	RENT	311100000	\$111.00	RENT 10/1/2021 to 10/31/2021
C-462539	101782	Past	10/12/2021	10/2021	RENT	311100000	\$37.00	RENT Adj AR, 09/01/2021 to 09/10/2021
Total For							\$241.00	

t2054167								
C-437281	101818	Past	09/01/2021	09/2021	RENT	311100000	\$586.40	Tenant Rent (09/2021)
C-455767	101818	Past	10/01/2021	10/2021	RENT	311100000	\$790.00	Tenant Rent (10/2021)
C-474299	101818	Past	11/01/2021	11/2021	RENT	311100000	\$790.00	Tenant Rent (11/2021)
C-492712	101818	Past	12/01/2021	12/2021	RENT	311100000	\$790.00	Tenant Rent (12/2021)
C-511683	101818	Past	01/01/2022	01/2022	RENT	311100000	\$790.00	Tenant Rent (01/2022)
C-530568	101818	Past	02/01/2022	02/2022	RENT	311100000	\$790.00	Tenant Rent (02/2022)
C-548046	101818	Past	03/01/2022	03/2022	RENT	311100000	\$790.00	Tenant Rent (03/2022)
C-567868	101818	Past	04/01/2022	04/2022	RENT	311100000	\$790.00	Tenant Rent (04/2022)
Total For							\$6,116.40	
t2054226								
C-443133	152307	Past	10/01/2021	10/2021	RENT	311100000	\$23.00	RENT 10/1/2021 to 10/31/2021
C-462600	152307	Past	10/12/2021	10/2021	RENT	311100000	\$36.00	RENT Adj AR, 09/01/2021 to 09/10/2021
Total For							\$59.00	
t2054132								
C-462501	101753	Past	11/01/2021	11/2021	RENT	311100000	\$107.00	RENT 11/1/2021 to 11/30/2021
C-484451	101753	Past	12/01/2021	12/2021	RENT	311100000	\$289.00	RENT 12/1/2021 to 12/31/2021
C-496626	101753	Past	01/01/2022	01/2022	RENT	311100000	\$289.00	RENT 1/1/2022 to 1/31/2022
C-538955	101753	Past	02/16/2022	02/2022	RENT	311100000	\$149.00	RENT Adj AR, 12/01/2021 to 12/16/2021
Total For							\$834.00	
t2054177								
C-496820	152380	Past	12/08/2021	12/2021	RENT	311100000	\$24.00	RENT Adj AR, 11/01/2021 to 11/19/2021
Total For							\$24.00	
t2054251								
C-496582	101726	Past	01/01/2022	01/2022	RENT	311100000	\$169.84	RENT 1/1/2022 to 1/31/2022
C-565465	101726	Past	03/30/2022	03/2022	RENT	311100000	\$174.00	RENT Adj IR, 11/01/2021 to 11/22/2021
Total For							\$343.84	
t2054151								
C-496644	101764	Past	01/01/2022	01/2022	RENT	311100000	\$79.80	RENT 1/1/2022 to 1/31/2022
C-538981	101764	Past	02/16/2022	02/2022	RENT	311100000	\$9.00	RENT Adj AR, 12/01/2021 to 12/02/2021
Total For							\$88.80	
t2054221								
C-538975	101763	Past	02/16/2022	02/2022	RENT	311100000	\$146.05	RENT Adj AR, 12/01/2021 to 01/31/2022
C-539361	101763	Past	02/16/2022	02/2022	RENT	311100000	\$14.00	RENT Adj AR, 01/01/2022 to 01/03/2022
Total For							\$160.05	
t2054200								
C-539073	152308	Past	02/01/2022	02/2022	RENT	311100000	\$346.98	RENT 2/1/2022 to 2/28/2022
C-539445	152308	Past	02/16/2022	02/2022	RENT	311100000	\$190.00	RENT Adj AR, 01/01/2022 to 01/13/2022
Total For							\$536.98	
t2054247								
C-565715	152361	Past	03/30/2022	03/2022	RENT	311100000	\$137.50	RENT Adj AR, 02/01/2022 to 02/12/2022
Total For							\$137.50	
t2056293								
C-627685	152360	Past	08/04/2022	08/2022	UTILIREC	311201000	\$53.00	Util Recovery AR, 07/01/2022 to 08/31/2022
Total For							\$53.00	

Property Code	Charge Type	SubTotal
oystbrbt	DAMAGE	276.24
	RENT	50,853.72
	UTILIREC	334.00
	oystbrbt	51,463.96
	Grand Total	

**A RESOLUTION OF THE
OYSTER POINT-BRIGHTON DEVELOPMENT CORPORATION
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE**

WHEREAS, there has been presented to the Board of Directors of the OYSTER POINT-BRIGHTON DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2022 for the Oyster Point and Brighton Apartments; and

WHEREAS, it is in the best interest of the Authority to pursue collection of said accounts:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the OYSTER POINT-BRIGHTON DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$51,463.96 of tenant accounts receivable for the above stated property.

**Spratley House Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of January 18, 2022
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2022
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Spratley House Development Corporation
January 18, 2022**

Having duly given public notice, the Board of Directors of the Spratley House Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:44 a.m. on Tuesday, January 18, 2022.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Jones, Blechman, Woltz & Kelly, P.C.

 Karen R. Wilds – from Home office via Zoom
 Executive Director

 Carl V. Williamson – from NNRHA Board Room
 Director of Housing

 Valarie Ellis, Director – from NNRHA Board Room
 Administrative Services

 David Staley, Director – from NNRHA office via Zoom
 Community Development

 Justin Orie – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

**Approve Minutes of
February 16, 2021
Meeting**

Dr. Davis made a motion to approve the minutes of the February 16, 2021 meeting. The motion was seconded by Mr. Knight and passed with a unanimous vote,

**Election of Chairman
and Vice Chairman**

Dr. Davis made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Dr. Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Mr. Knight and passed with a unanimous vote.

**Update Spratley House
Development
Corporation**

Ms. Wilds reported this is currently under Rental Assistance Demonstration (RAD) conversion. Rehabilitation is currently on schedule and it is to be completed by the end of next month. We will be reoccupying the property. We relocated all of the senior citizens to other properties and they will be given the option to return. Since this is an ongoing RAD conversion we will be setting up our reserve accounts after completion.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:46 a.m.


President

SPRATLEY HOUSE DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 11, 2023

TO: Board of Directors,
SPRATLEY HOUSE DEVELOPMENT CORPORATION

FROM: Karen R. Wilds, President 

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2022

The attached listing of proposed charge-offs of Tenants' Accounts Receivable is presented for your review and approval.

There are two accounts recommended for charge-off action with a total dollar value of \$212.00. This represents .15% of Spratley House Apartments net rental revenue. We budget 2% for bad debt at Spratley House.

This is the first year of charge-offs at Spratley House.

Adoption of the attached resolution authorizing the charge-off in the total amount of \$212.00 for the twelve-month period ending September 30, 2022 is recommended.

KRW/LKD

Attachments

Tenant Unpaid Charges

Property=sha-rad

Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Owed	Remark
sha-rad									
t2056088									
	C-461748	212536	Past	11/01/2021	11/2021	RENT	311100000	\$65.00	RENT 11/1/2021 to 11/30/2021
	C-476395	212536	Past	11/05/2021	11/2021	RENT	311100000	\$7.00	RENT Adj IC, 09/01/2021 to 09/01/2021
Total For								\$72.00	

t2056715									
	C-624690	212554	Past	08/01/2022	08/2022	RENT	311100000	\$132.00	RENT 8/1/2022 to 8/31/2022
	C-627970	212554	Past	08/05/2022	08/2022	RENT	311100000	\$8.00	RENT Adj MI, 06/01/2022 to 06/01/2022
Total For								\$140.00	

Property Code	Charge Type	SubTotal
sha-rad		
	RENT	212.00
	sha-rad	212.00
	Grand Total	212.00

**A RESOLUTION OF THE
SPRATLEY HOUSE DEVELOPMENT CORPORATION
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE**

WHEREAS, there has been presented to the Board of Directors of the SPRATLEY HOUSE DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2022 for Spratley House Apartments; and

WHEREAS, it is in the best interest of the Authority to pursue collection of said accounts:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the SPRATLEY HOUSE DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$212.00 of tenant accounts receivable for the above stated property.