

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

**January 18, 2022
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 21, 2021.
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 the Commissioners Attendance Policy regarding Electronic Attendance
 - b. Consider a resolution approving the Submission of a Section 18 Disposition Application to HUD for Disposition of 600 Ridley Circle, Newport News, VA (Development # VA003000304)
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 21, 2021**

Having duly given public notice, the Board of Commissioners of the Newport News Redevelopment and Housing Authority met at the offices of the Authority and electronically at 227-27th Street, in the City of Newport News, Virginia, at 8:30 a.m. on Tuesday, December 21, 2021.

**Pledge of
Allegiance**

Ray Suttle 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:

Commissioner's present: -

Kenneth Penrose
Lisa Wallace-Davis
William Black
Lou Call
Barbara Holley
Thaddeus Holloman – via Zoom at 8:52 a.m.

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

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

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

David Staley, Director – from NNRHA office via Zoom
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, Department of Development

Anne Curtis Saunders – from NNRHA Board Room
McGuire Woods

Steven Kahn - via Zoom
McGuire Woods

**Approval of
Minutes, November
16, 2021**

Vice Chairman Davis moved that the minutes of the meeting of the Board of Commissioners held on November 16, 2021 be approved as presented. The motion was seconded by Commissioner Black and passed with a majority vote. Mr. Knight and Mr. Holloman were not present.

Communications

The following communications were provided to the Board and reviewed by the Executive Director. 1) A memorandum that Ms. Wilds received from Virginia Housing stating that they will be giving a one-time grant to all 25 Housing Authority's in Virginia, an amount equal to their federal capital grant. For Newport News the grant will be \$3,672,566. for eligible capital grant activities. 2) A letter addressed to Ms. Wilds from the U.S. Department of Housing and Urban Development (HUD) dated December 2, 2021 approving our revised Housing Plan for Choice Neighborhood. Our original application included 33 replacement units that would be vouchers. We have surveyed many of our residents and they have stated they do not plan to come back and will continue to use their voucher. HUD approved the decrease of the number of hard replacement units from 226 to 186, a reduction of 40 units and increased the number of tenant-based HCVs from 33 to 73, which is an increase of 40 vouchers. 3) A letter from HUD concerning the inspection report for Cypress Terrace, dated November 15, 2021. The inspection resulted in a score of 97b. 4) A letter from HUD dated December 10, 2021 addressed to Ms. Wilds concerning the approval of the demolition of the Ridley Place Apartments. Ms. Wilds stated that even though this is

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
December 21, 2021**

part of Choice Neighborhood we still have to get approval of the demolition and the disposition of the land through HUD's Special Applications Division. We are currently working on the application for the disposition. A map was shown to the Board members depicting the various new site uses of the Ridley Place property as well as the former Waterfront Lumber site.

New Business

The Board of Commissioners of the Newport News Redevelopment and Housing Authority Authorizing an Inducement Resolution regarding the Issuance of Multifamily Housing Revenue Bonds for the Acquisition, Construction, Renovation, Rehabilitation and equipping of the approximately 128-unit Denbigh Trace Apartments Multifamily Housing Facility located in the City of Newport News, Virginia

The Board had been provided copies of an Inducement resolution for Multifamily Housing Revenue Bonds Issuance request for Denbigh Trace Apartments (Standard Denbigh Trace Venture LP) located at 13211 Ridgeview Drive in Newport News. A map was provided to the Board for reference. On December 3, 2021, Standard Denbigh Trace Venture LP applied to the Authority for an Inducement Resolution regarding the issuance of the Authority's Multifamily Housing Revenue Bonds not to exceed \$19,957,000 for the acquisition, rehabilitation and equipping of the 128 unit, 9.44 acres affordable multi-family residential rental housing project known as Denbigh Trace Apartments. Anne Curtis Saunders, from McGuire Woods was present in the Board Room and Steven Kahn from Standard Companies was in attendance via Zoom. The Inducement Resolution provides the Board's preliminary approval of the project and allows the applicant to begin spending money on the project which it can then reimburse from the proceeds of the ultimate bond closing. In early 2022, the Board will be asked to hold a public hearing with respect to the financing and, thereafter, the City Council will be requested to grant "public approval" of the issuance of the proposed Bonds and the plan of financing within the meaning of the applicable sections of the Virginia code. As a point of clarification Ms. Wilds confirmed with Ms. Saunders that 4% tax credits will be sought by the developer to be coupled with the bonds. Ms. Saunders stated that all fees and costs related to the issuance will be the borrower's responsibility and that neither the Authority nor its Board will be liable in any way for this debt.

Commissioner Black made a motion to approve the resolution. Vice Chairman 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 the Executive Director to enter into a Contract with Urban Strategies, Inc for Delivery of People Services in the Choice Neighborhoods Initiative Transformation Plan

The Board had been provided copies of a resolution approving the selection of Urban Strategies, Inc. (USI) as the People Lead entity and authorizes execution of a contract with USI for management and delivery of People Plan services, contingent on approval by the US Department of Housing and Urban Development (HUD). In September 2021, The Newport News Redevelopment and Housing Authority (NNRHA) and the City of Newport News (City), Co-Leads for implementation of the Choice Neighborhoods Initiative (CNI) Grant, determined that immediate action was necessary to ensure the success of the People Plan, a component of the CNI Transformation Plan. After a thorough review of the ongoing implementation of the People Plan and months of discussion and remediation efforts, it was determined that the Hampton Roads Community Action Program (HRCAP), the current People Plan Lead entity, should be removed and replaced by another qualified organization to serve in that role. A request for permission to procure a new People Plan Lead entity was submitted to HUD on September 21, 2021 and approved on September 29, 2021. HRCAP was notified that its services would terminate on November 30, 2021 and NNRHA issued a Request for Proposals (RFP) in October for management and service delivery pursuant to the People Plan. USI, the sole respondent to the RFP, was interviewed on December 7, 2021 by an Evaluation Committee composed of City and NNRHA staff and representatives from the Citizens Advisory Committee and former Ridley residents. USI has been the People Lead implementation partner in 15 CNI projects including Norfolk, as well as leading planning and community support services in 12 Hope VI communities.

Vice Chairman Davis made a motion to approve the resolution. Commissioner Black 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 sale of Real Property at 520 21st Street to the Newport News Economic

The Board had been provided copies of a resolution authorizing the sale of the property to the Newport News Economic Development Authority (EDA). In May, 2021 the Board of Commissioners authorized the submission of a Section 18 Demolition/Disposition application to the US Department of Housing and Urban Development (HUD) for the disposition of property located at 520 21st Street (the former Dickerson Courts Public Housing site). Ms. Wilds stated this is subject to HUD deed restrictions and the disposition is conditioned upon HUD's approval to release and remove any restrictions. HUD approved the disposition on August 5, 2021. The property represents approximately 14.88 acres of the original 38-acre site, located in

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
December 21, 2021**

**Development
Authority to Facilitate
Industrial and
Commercial
Development**

the City's southeast community and within the footprint of the Choice Neighborhood Initiative area. Ms. Wilds stated the EDA will facilitate the transfer of the property to IndieDwell Virginia LLC for the development of a manufactured housing facility as outlined to the Board at the May 2021 Commissioner's meeting. Any sale proceeds will be used to pay for eligible costs of disposition, such as appraisal and environmental expenses, with the primary use of proceeds to be used for housing development under Choice Neighborhood Initiatives. The disposition of 520 21st Street is included in the approved NNRHA Agency Plan and is consistent with NNRHA's Property Disposition Guidelines for the Disposition of Public Housing Properties.

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

Public Hearing

Chairman Penrose announced that a public hearing was being held to receive comments on the Public Housing Agency Plan Amendment for Fiscal Years 2021-2025 which includes the Annual Plan for Fiscal Year 2021, Housing Choice Voucher Payment Standards, Revised Utility Allowances for Public Housing-Section 8 HCV program and Public Housing Flat Rents.

A notice advertising the Public Hearing was advertised in the Daily press on October 13, 2021 and the Tidewater Hispanic newspaper on November 4, 2021 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 Board of
Commissioners of
the Newport News
Redevelopment and
Housing Authority
Authorizing an
Amendment to the
Five Year/Annual
Plan and Establishing
Flat Rents**

The Board had been provided copies of a resolution authorizing an amendment to the Five Year/Annual Plan and establishing flat rents. 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. Ms. Wilds stated the Authority may set the flat rents no lower than 80% of the fair market rent (FMR) in the 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 seven of the 1148 families in public housing paying the flat rent. Ms. Wilds stated in order to address hardships by any increased rents, she has asked staff to continue to phase in the flat rent increase by \$50.00 quarterly until the new amount is achieved. The Board was provided with the revised Flat Rent Schedule.

Commissioner Black made a motion to approve the resolution. Vice Chairman 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
Approving 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 Standards is used to calculate the housing assistance payment for families participating in the Section 8 program and is the maximum monthly assistance payment allowable. Ms. Wilds reminded the Board that in December, 2020 the Board acted to establish the Payment Standard at 105% of the Fair Market Rent (FMR) by bedroom size. This FMR is published for the Metropolitan Statistical Area for the Hampton Roads region and recently HUD published a new schedule. Mr. Wilds recommended the Board increase the Payment Standard to reflect current market conditions. This will require the percentages of the FMRs to be set at 107%. This action increased the potential units which may be included in the program and maximizes our lease rate and keep our program reserves at recommended levels. A chart comparing the current and proposed Payment Standards was provided to the Board.

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

**Minutes of a Meeting of the
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The Board of Commissioners of the Newport News Redevelopment and Housing Authority Authorizing Amendments to the Admissions & Continued Occupancy Policy, Housing Choice Voucher Administrative Plan and Five-Year Plan to address Emergency Housing Vouchers, Department of Housing and Urban Development Required Information Notice for Tenants, Housing Choice Voucher Program Occupancy Standards and Amendment to the Lease Agreement

The Board had been provided copies of a resolution authorizing a revision to the Admissions & Continued Occupancy Policy and the Housing Choice Voucher Administrative Plan. Ms. Wilds stated several policy changes need to be made to the Admissions & Continued Occupancy Policy (ACOP) and the Housing Choice Voucher Administrative Plan. NNRHA was awarded 32 Emergency Housing Vouchers. Referrals for the program are administered through this Continuum of Care (CoC) which is a local planning body that coordinates housing services funding in the region for homeless individuals and families. Extension of Time and Required Disclosures Notification of Nonpayment of Rent. Section 8 Occupancy Standards – This will allow the Authority to increase the bedroom size of vouchers issued to families in the Section 8 program. The Virginia Residential Landlord and Tenant Act – requires Landlords provide tenants at least 72 hours' notice of routine maintenance before entering the building.

Vice Chairman Davis made a motion to approve the resolution. Commissioner Black 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 the revised utility allowances. The Authority contracted with management Resource Group, Inc. to review and update utility allowances for the Section 8 Housing Choice Voucher (HCV) Program and for each NNRHA Public Housing complex. This study establishes, by complex and unit size, an estimate of reasonable utility consumption levels by and 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 and Water/Sewer. 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, 2021.

Commissioner Black made a motion to approve the resolution. Commissioner Call 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 the charge off of Tenants' Accounts Receivable for the period of May 1, 2021 to September 30, 2021. Ms. Wilds stated 30 accounts totaling \$37,352.81 were recommended for charge off. The average amount per vacated account is \$1,245.09. Ms. Wilds told the Board that after charge off, the accounts continue to be pursued for collection. Collection efforts on charged off accounts and collections from previously charged off accounts are \$7,970.55 which reduces the actual loss for the fiscal year to \$29,382.26 which represents 1.4% of anticipated rents.

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

Report to the Board

A Report to the Board for December, 2021 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 the Authority Community Resources Department, in conjunction with Jencare staff, recognized "A Day of Giving" on November 10th. They assisted many of the senior residents at Ashe Manor with some basic household tasks. They also set up a pop-up clothes closet in the community room providing residents with clothing. Every person who came to the clothes closet or who had help in their apartments received a bag of food as well. Today, boxed lunches are being provided for our senior residents, compliments of Dominion Coal Terminal.

Ms. Dessoffy reported there was a slight increase in Housing Choice Vouchers issuance and mainstream vouchers remained the same. The staff are working very hard to the vouchers issued. The reserve balance for the end of November was approximately \$2.56M.

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December 21, 2021**

Ms. Ellis reported that for the past two years, due to the pandemic, the Authority has been unable to come together to recognize and celebrate our service award recipients. The Authority has several employees who have achieved a service milestone. Staff are recognized in five-year increments. We are fortunate to have retained staff anywhere from 5-35 years. They are significant members of our team and we appreciate and value their hard work.

Mr. Staley reported the Marshall Courts Phase VII demolition is in its early design phase with the feasibility study having been completed. Phase VII consists of (12) one- and two-story buildings, a total of 88 dwelling units. The unit mix consists of (32) one-bedroom units, (34) two-bedroom units, (18) three-bedroom units, and (4) four-bedroom units.

Ms. Wilds congratulated Dr. Lisa Wallace-Davis reappointment to the Board of Commissioners. She also reminded the Board members that they will be receiving the Conflict-of-Interest forms for completion from the City of Newport News. These forms are due back to the City by January 31, 2022.

Closed Session

Commissioner Black made a motion to go into closed session for discussion related to a personnel matter related to the performance evaluation of the Executive Director consistent with Virginia Code 2.2-3711 (A) (1). The motion was seconded by Vice Chairman Davis.

Coming out of closed session a motion was made by Commissioner Black certifying only public business matters lawfully exempted from open meeting requirements by Virginia Law and only those matters as identified in the motion were discussed in the closed meeting, today. The motion was seconded by Vice Chairman Davis in accordance with Virginia law, 2.2-3711 (A) (1). The resolution is attached to and made a part of these minutes.

Other Business

Adjournment

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

ITEM NUMBER 7

New Business

- a. Consider a resolution approving the Commissioners Attendance Policy regarding Electronic Attendance
- b. Consider a resolution approving the Submission of a Section 18 Disposition Application to HUD for Disposition of 600 Ridley Circle, Newport News, VA (Development # VA003000304)

7a

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
MEMORANDUM

DATE: January 18, 2021
TO: All Members, Board of Commissioners
FROM: Karen R. Wilds, Executive Director 
SUBJECT: Commissioners Attendance Policy regarding Electronic Attendance

The Virginia Code allows for Board Member electronic participation in meetings under certain conditions so long as the entity has adopted a policy establishing acceptable criteria for doing so.

Ray Suttle discussed this matter with you at our December, 2021 meeting and has drafted the attached policy for your consideration.

I recommend approval.

**WRITTEN POLICY PURSUANT TO
SECTION 2.2-3708.2, CODE OF VIRGINIA
REGARDING MEETINGS HELD THROUGH
ELECTRONIC COMMUNICATION MEANS**

WHEREAS, Section 2.2-3708.2 of the Virginia Code (the "Code Section") permits members of all public bodies to meet electronically under certain conditions; and

WHEREAS, the Board of Commissioners of the Newport News Redevelopment and Housing Authority (the "Board") adopts this written policy to permit participation by a Commissioner of the Board through electronic communications through the terms of this written policy. The policy, which shall comply with Section 2.2-3708.2a, shall be as follows:

1. Notice. A commissioner may notify in writing or by electronic communication such as email, at least one (1) day prior to a meeting of the Board, the Chair of the Board that (a) such commissioner is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the commissioner's physical attendance, or (ii) a family member's medical condition that requires the commissioner to provide care for such family member, thereby preventing the commissioner's physical attendance; (b) such commissioner is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter; and (c) states the remote location where the commissioner will be at the time of the meeting. Participation by a commissioner pursuant to this policy and Section 22-3708.2 is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
2. Recording of Minutes. If participation by a commissioner through electronic communication means is approved pursuant to Section 3, the Board shall record in its minutes the remote location from which the commissioner participated; however, the remote location need not be open to the public. If participation is approved pursuant to Section 3, the Board shall also include in its minutes the fact that the commissioner participated through electronic communication means due to (i) a temporary or permanent disability or other medical condition that prevented the commissioner's physical attendance, or (ii) a family member's medical condition that required the commissioner to provide care for such family member, thereby preventing the commissioner's physical attendance. If participation is approved pursuant to Section 3, the Board shall also include in its minutes the specific nature of the personal matter cited by the commissioner and the remote location of the commissioner.

3. Approval. The Board, at the beginning of a meeting, prior to any other business being conducted, where a commissioner has requested to participate by electronic communication, shall approve or disapprove by majority recorded vote, the commissioner's participation by electronic means.
4. This policy shall be applied strictly and uniformly, without exception, to the entire members of the Board and without regard to the identity of the commissioner requesting remote participation or the matters that will be considered or voted on at the meeting.
5. A quorum of the Board must be physically assembled at one primary or central meeting location.
6. The Board makes arrangements for the voice of the remote commissioner to be heard by all persons at the primary or central meeting location.

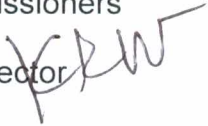
This policy was adopted by the Board of Commissioners this 18 day of January, 2022.

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: January 18, 2021

TO: All Members, Board of Commissioners

FROM: Karen R. Wilds, Executive Director 

SUBJECT: Resolution Approving the Submission of a Section 18 Disposition Application to HUD for Disposition of 600 Ridley Circle, Newport News, VA (Development # VA003000304)

The attached resolution authorizes the submission of a Section 18 Demolition/Disposition application to the US Department of Housing and Urban Development (HUD) for the disposition of property located at 600 Ridley Circle (the former Ridley Place Housing Community). This property is subject to HUD deed restrictions and the disposition is conditioned upon HUD's approval to release and remove any restrictions.

The above-referenced property represents approximately 18.575 acres, located in the City's Southeast Community and within the footprint of the Choice Neighborhoods Initiative area. The property was previously occupied by Ridley Place, a multi-family development which was constructed in 1940s and 1950s. Demolition of the existing structures will commence in January 2022 and be concluded by May, in accordance with HUD regulations. No structures will remain on the property.

Disposition of the Ridley Place property will support implementation of the Marshall-Ridley Transformation Plan funded by the Choice Neighborhoods Initiative Grant. The Ridley Place site will be redeveloped with multi-family and single-family housing, commercial development and a Health and Wellness Trail. If approved by HUD and the Board, parcels will be conveyed to multiple entities as follows:

New Owner	Acreage	Purpose
City of Newport News	3.037	Right of Way
City of Newport News	.836	Future development of community facility
City of Newport News	2.975	Future development of early childhood development center
CNIII-R LLC	3.465	Multi-family Housing
CNIV-R LLC	5.06	Multi-family Housing
NNRHA	2.957	Single-family Housing
House of Refuge Worship Center	.245	Parking and open space

You are being requested to authorize the submission of a disposition application to HUD for the entire site. Any sale proceeds will be used to pay for eligible costs of disposition, such as appraisal and environmental expenses, with the primary use of proceeds for development under Choice Neighborhood Initiatives. The disposition of Ridley Place is included in the approved NNRHA Agency Plan and is consistent with NNRHA's Property Disposition Guidelines for the Disposition of Public Housing Properties.

I am recommending Board approval to submit an application to HUD requesting approval of the disposition and sale of 600 Ridley Circle and the release and removal of any HUD restrictions and I am requesting authority to negotiate and enter into a purchase and sales agreement with the House of Refuge Worship Center, pending HUD approval. The attached resolution is provided for your consideration.

**RESOLUTION OF THE
NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT AN APPLICATION TO
THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE
DISPOSITION OF THE RIDLEY PLACE MULTI-FAMILY HOUSING COMMUNITY,
600 RIDLEY CIRCLE, NEWPORT NEWS, VA (Development # VA003000304)**

WHEREAS, 600 Ridley Circle, Newport News, VA, (Development # VA003000304) "Property" was previously occupied by the NNRHA-owned multi-family housing community known as Ridley Place; and

WHEREAS, the Property was constructed in the 1940s and 1950s as public housing and will be demolished in 2022; and

WHEREAS, the Property represents approximately 18.575 acres of land located in the City's Southeast Community and the Marshall-Ridley Choice Neighborhood; and

WHEREAS, NNRHA desires to submit an application to HUD for the disposition of 600 Ridley Circle; and

WHEREAS, the NNRHA received an appraisal for the Property, dated November 18, 2021; and

WHEREAS, the disposition of Parcels A-J and Right of Way parcels, identified on the appraisal, will be via transfer to the City of Newport News and CNIII-R and CNIV-R; and

WHEREAS, the disposition of Parcel K, identified on the appraisal, will be via a negotiated sale to the House of Refuge Worship Center for no less than the fair market value as recognized by the U.S. Department of Housing and Urban Development; and

WHEREAS, the sales proceeds will be used to pay for eligible costs of disposition, such as appraisal and environmental expenses, with the primary use of proceeds for housing development under the Choice Neighborhood Initiative program; and

WHEREAS, NNRHA has consulted with local government officials regarding the proposed disposition of 600 Ridley Circle and has received a letter of support from the Mayor; and

WHEREAS, the proposed disposition of the Property is included in the approved NNRHA Agency Plan; and

WHEREAS, the proposed disposition of the Property is consistent with NNRHA's Property Disposition Guidelines for the Disposition of Public Housing Properties.

NOW THEREFORE, BE IT RESOLVED THAT, the Board of Commissioners of NNRHA hereby approves the submission of a request for disposition approval of 600 Ridley Circle, Newport News, VA to the U.S. Department of Housing and Urban Development ("HUD");

BE IT FURTHER RESOLVED that the Executive Director is authorized to submit the appropriate application to HUD and take all actions necessary to secure HUD approval to release and remove any HUD restrictions;

BE IT FURTHER RESOLVED, the disposition of Parcels A-J and Right of Way parcels, identified on the appraisal, will be via transfer to the City of Newport News and CNIII-R and CNIV-R; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to negotiate and enter into a purchase and sales agreement with the House of Refuge Worship Center the property identified as Parcel K on the appraisal, contingent upon approval by HUD.

CITY OF NEWPORT NEWS



McKINLEY L. PRICE, DDS

MAYOR

January 11, 2022

Ms. Karen Wilds
Executive Director
Newport News Redevelopment and Housing Authority
227 27th Street
Newport News, Virginia 23607

RE: Newport News Redevelopment & Housing Authority Section 18 Disposition
Application for the Ridley Place Site - 600 Ridley Circle

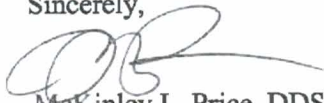
Dear Ms. Wilds:

I am writing to extend the City of Newport News' support for the above-referenced Section 18 Disposition Application, which is being submitted by the Newport News Redevelopment & Housing Authority (NNRHA) to the United States Department of Housing and Urban Development (HUD) for the Ridley Place Housing Community located at 600 Ridley Circle in Newport News.

Through this application, NNRHA is seeking authorization to dispose of the subject property, which is currently comprised of 40 residential structures and two non-dwelling structures. HUD records refer to this property as Ridley Place. If approved, the disposition of the Ridley Place site will take place in accordance with 24 CFR 970 that sets forth the requirements for the demolition and disposition of public housing units and land under a HUD Declaration of Trust. Demolition of the existing structures will commence in January 2022 and should be concluded by May 2022 in accordance with HUD regulations. No structures, including the residential units, will remain on the property.

The disposition plan and this application are in accordance with NNRHA's Agency Plan and are consistent with the City's Consolidated Plan. Additionally, this application supports the HUD approved Choice Neighborhoods Initiative Transformation Plan submitted by the City of Newport News and NNRHA, as co-applicants. City Council has received several briefings regarding this Section 18 Disposition Application, most recently on September 15, 2020 and is supportive. The City of Newport News values NNRHA and its role in creating affordable housing, viable neighborhoods, and opportunities for self-sufficiency that enhance the quality of life for citizens of Newport News.

Sincerely,



McKinley L. Price, DDS
Mayor

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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BOARD OF COMMISSIONERS

Kenneth Penrose, Jr. - Chairperson

Lisa Wallace-Davis - Vice Chairperson

William Black

George Knight

Lou Call

Barbara Holley

Thaddeus Holloman

Raymond Suttle, Jr., Attorney

STAFF

Karen R. Wilds, Executive Director

Secretary-Treasurer

Teresa Bennett, Assistant Secretary-Treasurer

Carl Williamson, Director of Housing Operations

Valarie Ellis, Director of Administrative Services

Lisa Dessoify, Director of Finance

David Staley, Director of Community Development



COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT

The CDBG application process for FY 2022-2023 is underway. A Public Meeting was held virtually on Tuesday, December 7th at 6 p.m. CDBG applications were made available on Wednesday, December 8th. Applications are due to the City and/or NNRHA no later than 5 p.m. Friday, January 14, 2022.

INDIEDWELL

Plans and specifications for the IndieDwell project have been reviewed and approved by the City. Permits are in place and we are preparing to move forward with the project.

Total Housing Rehabilitation Activity for Fiscal Year July 1, 2021 – June 30, 2022

	Emergency Repair	Open House	HOMEcare	All Programs
Projects Completed	9	2	0	11
Projects in Underwriting	6	3	1	10
Projects Pending Appr	1	1	1	3
Projects Ongoing	3	3	0	6
Total	19	9	2	30

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, 2021 – June 30-2022				
Program Year 21-22 (Completed)	Denied	Pending Additional Documentation	Current Month (Completed)	Underwriting in Process
11	1	0	1	0

RENTAL ASSISTANCE DEMONSTRATION

Spratley House (50 Apartments)

The Spratley House project is 90% complete and satisfactory progress is being made. We anticipate construction being completed on schedule.

Marshall Courts Phase VII

The Marshall Courts Phase VII demolition is in its early design phase with the feasibility study having been completed. Phase VII consists of (12) one and two-story buildings, a total of (88) dwelling units. The unit mix consists of (32) one-bedroom units, (34) two-bedroom units, (18) three-bedroom units, and (4) four-bedroom units.

CHOICE NEIGHBORHOOD INITIATIVE (CNI)

Construction of the first phase of housing, two multi-family buildings located on Jefferson Avenue between 27th and 29th Streets is proceeding on schedule. The projected completion date is summer 2022. Plans for marketing the residential units and commercial space are underway.

Planning and design of the Phase Two development on the Ridley site continues. The Citizen Advisory Committee and City and NNRHA staffs are working with the design team to develop a final concept plan for the site. Preparation for demolition of the existing Ridley Place housing will begin in early January 2022 with installation of security and silt fencing; building demolition will start later in January. A community event is planned for February 2022 to commemorate the history of Ridley Place and celebrate the new development.

Work has begun to secure funding for Ridley on-site development. Applications for state funding and additional 4% Low-income Housing Tax Credits were submitted at the end of October. No funding decisions have been announced to date.

Preliminary planning for Phase Three, downtown housing, is underway.

PUBLIC AND ASSISTED HOUSING

OCCUPANCY REPORT

Total Waiting List Applications:

Public Housing		371
Approved/Eligible	71	
Pending	300	
Section 8		384
Approved/Eligible	75	
Pending	309	

The pending numbers for the Public Housing Program (300) and the Housing Choice Voucher Program (309) 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	27
Housing Choice Voucher	10
Mod-Rehab (SRO)	<u>0</u>
Total	37

Occupancy Statistics:

Public Housing Program (of 1,098 units)	98%
Section 8 Program (baseline 2,966);	95%
Warwick SRO (of 87 units)	96.6%

Avg. # of Leasing Days (Public Housing) 29

Average Family Rent Contribution for Move-ins Last Month:

1. Public Housing	\$250.
2. Housing Choice Voucher	\$439.
3. Warwick SRO	\$ 0.

Lease Rate –Dec. 2021

95%

Cumulative Percentage of Section 8

Budget Authority Utilized Dec, 2021 103.1%

FAMILY INVESTMENT CENTER (FIC) ACTIVITIES

EMPLOYED F.I.C. PARTICIPANTS Dec, 2021 (since 1995)	
Aqueduct	112
Ashe Manor	0
Brighton	46
Cypress	24
Dickerson	185
Harbor Homes	126
Lassiter	95
Marshall	166
Orcutt	28
Orcutt TH	10
Oyster Point	23
Pinecroft	7
Ridley	383
Section 8	71
Spratley	2
Total	1,278

FAMILY SELF-SUFFICIENCY (FSS) UPDATE

190 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:	65
Total	190

Community Resources Resident Relations - Seniors



NNRHA Staff Gives to Salvation Army Angels

NNRHA staff adopted 10 Salvation Army Angels this holiday season! The generosity of participating staff surely brought smiles to the faces of girls and boys in our community this year. Each "Angel" received an outfit (pants, shirt, shoes, coat) and a toy from their wish list. It was clear that a great deal of thought and joy went into the purchase of the gifts. Gifts were delivered on December 2nd during a drive thru drop off event at Traditions Brewing Company. Volunteers at the event were "wowed" by the NNRHA delivery and expressed their gratitude for our participation



Holiday Festivities at Ashe Manor & Pinecroft

Jencare staff brought some holiday cheer to residents in December. They provided hot cocoa and played "Name That Tune" with residents at Pinecroft Apartments on 12/2. On 12/9, Jencare was at Ashe Manor with the same activities, but also brought Dr. Hughes. Dr. Hughes facilitated an excellent question/answer session regarding COVID-19 (symptoms, testing, staying healthy, vaccinations, etc.) Ashe Manor residents were also treated to a last-minute clothing donation.



Vice Mayor Saundra Cherry Comes to Ashe Manor

On December 23rd, Vice Mayor Saundra Cherry came to Ashe Manor with a festive game of Bingo and fun prizes. She brought her own Christmas themed cards. Seniors had to decipher clues that were given and then cover the corresponding image on their card. They enjoyed the game and the special attention that they received from the Vice Mayor.



Sandwiches Provided by St. Joan of Arc Catholic Church

On Monday, January 27th, the lunch ministry at St. Joan of Arc Catholic Church in Yorktown graciously provided over 120 sandwiches to residents at Pinecroft Apartments. Jack Christie, retired NNRHA Director of Finance, contacted the NNRHA and kindly delivered the sandwiches. Observing COVID guidelines, residents assisted with the distribution.

2021 Senior Holiday Lunch Event



The Newport News Redevelopment and Housing Authority (NNRHA) worked in

partnership with Dominion Terminal Associates to provide one hundred and sixty (160) box lunches from TASTE UNLIMITED to the seniors living in the Southeast Communities that included: Lassiter Courts, Jefferson Brookville, Marshall Courts and Ashe Manor. The officers from the Newport News Police Department assisted NNRHA staff with distribution of the lunches on Tuesday, December 21, 2021. The seniors were very thankful, enthusiastic and happy to receive their lunches.



twenty (20) Christmas food baskets with Toys and Christmas greeting cards. The organization has been donating holiday baskets for many years to NNRHA residents. The baskets were delivered to households with children residing at Marshall Courts apartments on Saturday, December 18, 2021 with COVID-19 safety precautions. The families were very delighted, thrilled and grateful to receive a delicious meal and appreciated the toys. We look forward to doing this again next year.



2021 Holiday Toy/Donation Event



The Newport News Housing Authority was pleased to collaborate with the Kappa Iota Iota Chapter of Omega Psi Phi Fraternity, Inc. The Fraternity donated and distributed

**Other NNRHA Controlled Multi-Family Properties
Waiting Lists as of December, 2021**

Property	Occupancy Rate	Approved/Eligible	Pending	Total
Orcutt Townhomes III	97%	0	15	15
Cypress Terrace	96%	5	61	66
Oyster Point/Brighton	100%	10	81	100
Great Oaks	97%	90	130	220
Lofts on Jefferson	93%	0	6	6
Jefferson Brookville	96%	6	12	18
Lassiter Courts	98%	15	12	18

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, 2021.

Participants:	Public Housing	Housing Choice Voucher	Total
Total number in FSS Program	25	73	98
Employed	13	52	65
Currently not working	9	16	25
Attending Thomas Nelson Comm. College	0	3	3
Enrolled in other Training Program	2	0	2
Employed and going to school	1	2	3
Participants with escrow accounts	11	37	48

Month	# of Vouchers Utilized	Lease Rate	HAP Payments to Landlords	Avg HAP	Monthly +/- Dollar Utilization	Monthly Amount of Funding		Year to Date Amount of Funding		Funding From HUD	FSS Forfeitures	Fraud Recovery	Other Sources Of Funds	NMRHA Held Reserve Balance	HUD Held Reserve Balance
						Utilized	Unutilized	Utilized	Unutilized						
January	HCV MS 2578 78	93.0% 55.3%	\$ 1,762,573.00 \$ 52,867.00	\$ 683.70 \$ 677.78	(168,467.00) 52,867.00	91.3% 107.8%	\$1,931,040.00 \$49,059.00	91.3% 107.8%	\$ 4,094.38	\$	\$	4,094.38	\$	834,983.67	1,054,172.72
February	HCV MS 2594 81	93.5% 57.4%	\$ 1,778,481.00 \$ 53,838.00	\$ 685.61 \$ 664.67	(149,426.00) 4,779.00	92.2% 109.7%	\$1,927,907.00 \$49,059.00	91.8% 108.8%	\$	\$	\$	1,886.50	\$	986,296.17	1,064,860.39
March	HCV MS 2594 86	92.9% 61.0%	\$ 1,789,670.58 \$ 57,717.00	\$ 689.93 \$ 671.13	(147,309.42) 7,000.00	92.4% 113.8%	\$1,936,980.00 \$50,717.00	92.0% 110.5%	\$	\$	\$	1,049.00	\$	1,134,654.59	1,073,351.05
April	HCV MS 2601 85	93.1% 60.3%	\$ 1,793,447.00 \$ 57,083.00	\$ 689.52 \$ 671.56	(138,787.00) 3,159.00	92.8% 105.9%	\$1,932,234.00 \$53,924.00	92.2% 109.2%	\$	\$	\$	-	\$	1,273,441.59	1,065,445.22
May	HCV MS 2609 94	93.4% 66.7%	\$ 1,791,158.00 \$ 62,075.00	\$ 686.53 \$ 680.37	557,417.00 8,151.00	145.2% 115.1%	\$1,233,741.00 \$53,924.00	98.6% 110.5%	\$	\$	\$	419.50	\$	716,837.09	1,728,175.39
June	HCV MS 2604 99	93.2% 70.2%	\$ 1,789,562.00 \$ 63,340.00	\$ 687.24 \$ 639.80	(100,770.00) 51,167.00	94.7% 520.3%	\$1,890,332.00 \$12,173.00	98.7% 129.0%	\$	\$	\$	874.00	\$	842,873.09	1,744,953.05
July	HCV MS 2601 98	93.1% 69.5%	\$ 1,821,338.00 \$ 62,897.00	\$ 700.25 \$ 639.77	(58,281.00) 3,826.00	96.9% 106.5%	\$1,879,619.00 \$58,871.00	98.4% 125.0%	\$	\$	\$	495.50	\$	901,649.59	1,743,984.55
August	HCV MS 2611 99	93.5% 70.2%	\$ 1,841,606.00 \$ 63,416.00	\$ 705.33 \$ 640.57	(38,012.00) (22,536.00)	98.3% 107.7%	\$1,879,618.00 \$58,871.00	98.3% 125.0%	\$	\$	\$	839.50	\$	940,501.09	1,733,122.05
September	HCV MS 2636 104	94.4% 73.8%	\$ 1,863,285.00 \$ 65,240.00	\$ 706.86 \$ 627.31	15,021.00 (22,536.00)	100.8% 110.8%	\$1,848,264.00 \$58,871.00	98.6% 120.8%	\$	\$	\$	424.00	\$	925,904.09	1,731,543.55
October	HCV MS 2639 107	94.5% 75.9%	\$ 1,885,646.00 \$ 70,594.00	\$ 714.53 \$ 659.76	37,382.00 (22,536.00)	102.0% 111.5%	\$1,848,264.00 \$63,317.00	99.0% 119.7%	\$	\$	\$	161.00	\$	888,683.09	1,718,391.05
November	HCV MS 2645 107	94.7% 75.9%	\$ 1,886,901.00 \$ 72,235.00	\$ 713.38 \$ 675.09	826,677.00 8,284.00	178.0% 113.0%	\$1,060,224.00 \$63,951.00	103.3% 118.9%	\$	\$	\$	297.50	\$	62,303.59	2,493,278.55
December	HCV MS 2642 106	94.6% 75.2%	\$ 1,894,132.00 \$ 71,463.00	\$ 716.93 \$ 674.18	14,361.00 (22,536.00)	100.8% 111.7%	\$1,879,771.00 \$63,951.00	103.1% 118.2%	\$	\$	\$	142.50	\$	63,182.90	2,448,618.47
			\$ 22,650,364.58				\$21,997,362.00				\$	50,566.19		135,216.00	-

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 18, 2022 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 18, 2022**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of January 19, 2021 meeting
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
2713 Lofts Development Corporation
January 19, 2021**

Having duly given public notice, the Board of Directors of the 2713 Lofts Development Corporation met telephonically and electronically at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:46 a.m. on Tuesday, January 19, 2021.

Chairman Hunter stated: "This meeting is being conducted telephonically and electronically pursuant to section 2.2-3708.2(A)(3) of the code of Virginia and executive order dated March 12, 2020 issued by Governor Northam declaring a state of emergency and Attorney General Herring's opinion letter dated March 20, 2020, and with guidance provided by legal counsel. It has been determined that the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and the purpose of the meeting is to address the emergency and the continuity of the agency functions. More importantly, based on what we know now about the Coronavirus pandemic and prudent precautions as a result thereof, it is being conducted in a way to provide the maximum amount of protection to our Commissioners, staff, residents and the public." He apologized for any inconvenience to anyone, and asked for understanding and compliance.

Roll Call

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

Directors Present: Gary B. Hunter – from NNRHA Board Room
Kenneth Penrose – from NNRHA Board Room
Josephine Clark – from NNRHA Board Room
Lisa Wallace-Davis – via Zoom
William Black – from NNRHA Board Room
George Knight – via Zoom

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

Sandra Powell – from NNRHA office via Zoom
Deputy, Executive Director

Carl V. Williamson – from NNRHA office via Zoom
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 office via Zoom
Community Development

Teresa Bennett – from NNRHA Board Room
Executive Assistant

Justin Orie – from NNRHA Board Room
NNRHA IT Department

Tricia Wilson
City of Newport News, Department of Development

**Approve Minutes of
January 21, 2020
Meeting**

Ms. Clark made a motion to approve the minutes of the January 21, 2020 meeting. The motion was seconded by Dr. Davis and passed with a majority vote. Mr. Knight abstained as he was not present.

**Election of Chairman
and Vice Chairman**

Mr. Black 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 Ms. Clark and passed with a unanimous vote.

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

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

**Update on 2713 Lofts
Development**

Ms. Wilds reported that on December 31, 2020 the property had a balance of

**Minutes of a Meeting of the
2713 Lofts Development Corporation
January 19, 2021**

Corporation \$24,616.67 in replacement reserves, occupancy rate of 100% and rent collection was 80%.

Adjournment There being no other business to come before the Board, the Chairman adjourned the meeting at 9:48 a.m.

President

**Ashe Manor Development Corporation
Board of Directors Meeting
January 18, 2022**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes from January 19, 2021
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 19, 2021**

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 9:48 a.m. on Tuesday, January 19, 2021.

Chairman Hunter stated: "This meeting is being conducted telephonically and electronically pursuant to section 2.2-3708.2(A)(3) of the code of Virginia and executive order dated March 12, 2020 issued by Governor Northam declaring a state of emergency and Attorney General Herring's opinion letter dated March 20, 2020, and with guidance provided by legal counsel. It has been determined that the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and the purpose of the meeting is to address the emergency and the continuity of the agency functions. More importantly, based on what we know now about the Coronavirus pandemic and prudent precautions as a result thereof, it is being conducted in a way to provide the maximum amount of protection to our Commissioners, staff, residents and the public." He apologized for any inconvenience to anyone, and asked for understanding and compliance.

Roll Call

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

Directors Present: Gary B. Hunter – from NNRHA Board Room
Kenneth Penrose – from NNRHA Board Room
Josephine Clark – from NNRHA Board Room
Lisa Wallace-Davis – via Zoom
William Black – from NNRHA Board Room
George Knight – via Zoom

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

Sandra Powell – from NNRHA office via Zoom
Deputy, Executive Director

Carl V. Williamson – from NNRHA office via Zoom
Director of Housing

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

Lisa Dessoify, Director – from NNRHA office via Zoom
Finance

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

Teresa Bennett – from NNRHA Board Room
Executive Assistant

Justin Orie – from NNRHA Board Room
NNRHA IT Department

Tricia Wilson
City of Newport News, Department of Development

**Approve Minutes of
January 21, 2020
Meeting**

Ms. Clark made a motion to approve the minutes of the January 21, 2020 meeting. The motion was seconded by Mr. Penrose and passed with a majority vote. Mr. Knight abstained as he was not present.

**Election of Chairman
and Vice Chairman**

Mr. Black 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 Ms. Clark and passed with a unanimous vote.

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

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

**Minutes of a Meeting of the
Ashe Manor Development Corporation
January 19, 2021**

**Update on Ashe Manor
Development
Corporation**

Ms. Wilds reported that on December 31, 2019 the property had a balance of \$234,023.33 in replacement reserves, rent collection of 98% and an occupancy rate of 100%.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:51 a.m.

President

**Annual Meeting
Member, Brooks Crossing Grocery Store, LLC
January 18, 2022**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of January 19, 2021 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 19, 2021**

Having duly given public notice, the Board of Directors of the Brooks Crossing Grocery Store, LLC met telephonically and electronically at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:51 a.m. on Tuesday, January 19, 2021.

Chairman Hunter stated: "This meeting is being conducted telephonically and electronically pursuant to section 2.2-3708.2(A)(3) of the code of Virginia and executive order dated March 12, 2020 issued by Governor Northam declaring a state of emergency and Attorney General Herring's opinion letter dated March 20, 2020, and with guidance provided by legal counsel. It has been determined that the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and the purpose of the meeting is to address the emergency and the continuity of the agency functions. More importantly, based on what we know now about the Coronavirus pandemic and prudent precautions as a result thereof, it is being conducted in a way to provide the maximum amount of protection to our Commissioners, staff, residents and the public." He apologized for any inconvenience to anyone, and asked for understanding and compliance.

Roll Call

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

Directors Present: Gary B. Hunter – from NNRHA Board Room
Kenneth Penrose – from NNRHA Board Room
Josephine Clark – from NNRHA Board Room
Lisa Wallace-Davis – via Zoom
William Black – from NNRHA Board Room
George Knight – via Zoom

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

Sandra Powell – from NNRHA office via Zoom
Deputy, Executive Director

Carl V. Williamson – from NNRHA office via Zoom
Director of Housing

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

Lisa Dessoify, Director – from NNRHA office via Zoom
Finance

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

Teresa Bennett – from NNRHA Board Room
Executive Assistant

Justin Orie – from NNRHA Board Room
NNRHA IT Department

Tricia Wilson
City of Newport News, Department of Development

**Approve Minutes of
January 21, 2020
Meeting**

Ms. Clark made a motion to approve the minutes of the January 21, 2020 meeting. The motion was seconded by Dr. Davis and passed with a majority vote. Mr. Knight abstained as he was not present.

**Election of Chairman
and Vice Chairman**

Ms. Clark 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 as
Authorized
Representative**

Mr. Penrose made a motion to affirm the appointment of Karen Wilds as Authorized Representative. The motion was seconded by Ms. Clark and passed with a unanimous vote.

**Minutes of a Meeting of the
Brooks Crossing Grocery Store, LLC
January 19, 2021**

**Update on Brooks
Crossing Grocery Store
Development
Corporation**

Ms. Wilds reported the Board of Managers for the Brooks Crossing Grocery Store, LLC is comprised of the NNRHA Chairman and Vice Chairman along with two officers from the City Economic Development Authority and the City Budget Director. The Board of Managers will meet in the spring. Brooks Crossing and Piggly Wiggly are continuing to grow.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:57 a.m.

Authorized Representative

**Carrier Point Commercial Partners Development Corporation
Board of Directors Meeting
January 18, 2022**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approve Minutes of April 20, 2021
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
April 20, 2021**

Having duly given public notice, the Board of Directors of the Carrier Point Commercial Partners Development Corporation met telephonically and electronically at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:28 a.m. on Tuesday, April 20, 2021.

Chairman Penrose stated: "This meeting is being conducted telephonically and electronically pursuant to section 2.2-3708.2(A)(3) of the code of Virginia and executive order dated March 12, 2020 issued by Governor Northam declaring a state of emergency and Attorney General Herring's opinion letter dated March 20, 2020, and with guidance provided by legal counsel. It has been determined that the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and the purpose of the meeting is to address the emergency and the continuity of the agency functions. More importantly, based on what we know now about the Coronavirus pandemic and prudent precautions as a result thereof, it is being conducted in a way to provide the maximum amount of protection to our Commissioners, staff, residents and the public." He apologized for any inconvenience to anyone, and asked for understanding and compliance.

Roll Call

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

Directors Present: Kenneth Penrose – from NNRHA Board Room
 Lisa Wallace-Davis – via Zoom
 William Black – from NNRHA Board Room
 George Knight – via Zoom
 Barbara Holley – via Zoom
 Lou Call – from NNRHA Board Room

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

 Sandra Powell – from NNRHA office via Zoom
 Deputy, Executive Director

 Carl V. Williamson – from NNRHA office via Zoom
 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 office via Zoom
 Community Development

 Teresa Bennett – from NNRHA Board Room
 Executive Assistant

 Justin Orie – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson
 City of Newport News, Department of Development

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

Director Black made a motion to approve the minutes of the March 16, 2021 meeting. The motion was seconded by Director Call and passed with a majority vote. Director Holloman abstained as he was not present.

NEW BUSINESS

**The Board of
Directors of the
Carrier Point
Commercial Partners
adoption of Operating
Agreement, Bylaws
and NNRHA Loan**

The Board had been provided copies of a resolution approving a loan from the Newport News Redevelopment and Housing Authority to address construction and right of way improvements for the commercial spaces in the first phase of the Choice Neighborhood development. The total loan amount is \$903,954 (\$450,000 for Carrier Point I spaces and \$453,954 for Carrier Point II spaces). Approval of the Operating Agreement and Bylaws.

**Minutes of a Meeting of the
Carrier Point Commercial Partners Development Corporation
April 20, 2021**

Director Black made a motion to approve the resolution. Director 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 9:31 a.m.

Authorized Representative

**Choice Neighborhood Commercial Partners Development Corporation
Board of Directors Meeting
January 18, 2022**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approve Minutes of March 8, 2021
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
March 8, 2021

Having duly given public notice, the Board of Directors of the Choice Neighborhood Commercial Partners Development Corporation met telephonically and electronically at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 12:04 p.m. on Monday, March 8, 2021.

Chairman Penrose stated: "This meeting is being conducted telephonically and electronically pursuant to section 2.2-3708.2(A)(3) of the code of Virginia and executive order dated March 12, 2020 issued by Governor Northam declaring a state of emergency and Attorney General Herring's opinion letter dated March 20, 2020, and with guidance provided by legal counsel. It has been determined that the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and the purpose of the meeting is to address the emergency and the continuity of the agency functions. More importantly, based on what we know now about the Coronavirus pandemic and prudent precautions as a result thereof, it is being conducted in a way to provide the maximum amount of protection to our Commissioners, staff, residents and the public." He apologized for any inconvenience to anyone, and asked for understanding and compliance.

Roll Call

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

Directors Present: Kenneth Penrose – from NNRHA Board Room
George Knight – via Zoom
Lou Call – from NNRHA Board Room
Barbara Holley – via Zoom

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

Sandra Powell – from NNRHA office via Zoom
Deputy, Executive Director

Carl V. Williamson – from NNRHA office via Zoom
Director of Housing

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

Lisa Dessoify, Director – from NNRHA office via Zoom Finance

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

Teresa Bennett – from NNRHA Board Room
Executive Assistant

Justin Orie – from NNRHA Board Room
NNRHA IT Department

Election of Chairman and Vice Chairman

Ms. Call 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 Ms. Knight and passed with a unanimous vote.

**Affirm Appointment as
Authorized
Representative**

Ms. Call made a motion to affirm the appointment of Karen Wilds as Authorized Representative. The motion was seconded by Mr. Knight and passed with a unanimous vote.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 12:07 p.m.

Authorized Representative

**Choice Neighborhood I Development Corporation
Board of Directors Meeting
January 18, 2022**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of April 20, 2021 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
April 20, 2021**

Having duly given public notice, the Board of Directors of the Choice Neighborhood I Development Corporation met telephonically and electronically at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:21 a.m. on Tuesday, April 20, 2021.

Chairman Penrose stated: "This meeting is being conducted telephonically and electronically pursuant to section 2.2-3708.2(A)(3) of the code of Virginia and executive order dated March 12, 2020 issued by Governor Northam declaring a state of emergency and Attorney General Herring's opinion letter dated March 20, 2020, and with guidance provided by legal counsel. It has been determined that the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and the purpose of the meeting is to address the emergency and the continuity of the agency functions. More importantly, based on what we know now about the Coronavirus pandemic and prudent precautions as a result thereof, it is being conducted in a way to provide the maximum amount of protection to our Commissioners, staff, residents and the public." He apologized for any inconvenience to anyone, and asked for understanding and compliance.

Roll Call

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

Directors Present: Kenneth Penrose – from NNRHA Board Room
 Lisa Wallace-Davis – via Zoom
 William Black – from NNRHA Board Room
 George Knight – via Zoom
 Barbara Holley – via Zoom
 Lou Call – from NNRHA Board Room
 Thad Holloman – via Zoom

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

 Sandra Powell – from NNRHA office via Zoom
 Deputy, Executive Director

 Carl V. Williamson – from NNRHA office via Zoom
 Director of Housing

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

 Lisa Dessoify, Director – from NNRHA office via Zoom
 Finance

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

 Teresa Bennett – from NNRHA Board Room
 Executive Assistant

 Justin Orie – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson
 City of Newport News, Department of Development

**Minutes of a Meeting of the
Choice Neighborhood I Development Corporation
April 20, 2021**

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

Director Black made a motion to approve the minutes of the March 16, 2021 meeting. The motion was seconded by Director Davis and passed with a majority vote. Director Holloman abstained as he was not present.

NEW BUSINESS

**Resolution of Choice
Neighborhood I
Development
Corporation authorizing
NNRHA loan in the
amount of \$7,526,678**

The Board of Directors had been provided copies of a resolution approving a loan from the Newport News Redevelopment and Housing Authority. Project costs have increased and additional funding resources have been secured to carry out the project. The total loan amount will be \$5,526,678 along with construction loan financing from CNI sources in the amount of \$2,000,000.

Director Call made a motion to approve the resolution. Director 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 9:23 a.m.

Authorized Representative

**Choice Neighborhood II Development Corporation
Board of Directors Meeting
January 18, 2022**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of April 20, 2021
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
April 20, 2021**

Having duly given public notice, the Board of Directors of the Choice Neighborhood II Development Corporation met telephonically and electronically at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:23 a.m. on Tuesday, April 20, 2021.

Chairman Penrose stated: "This meeting is being conducted telephonically and electronically pursuant to section 2.2-3708.2(A)(3) of the code of Virginia and executive order dated March 12, 2020 issued by Governor Northam declaring a state of emergency and Attorney General Herring's opinion letter dated March 20, 2020, and with guidance provided by legal counsel. It has been determined that the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and the purpose of the meeting is to address the emergency and the continuity of the agency functions. More importantly, based on what we know now about the Coronavirus pandemic and prudent precautions as a result thereof, it is being conducted in a way to provide the maximum amount of protection to our Commissioners, staff, residents and the public." He apologized for any inconvenience to anyone, and asked for understanding and compliance.

Roll Call

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

Directors Present: Kenneth Penrose – from NNRHA Board Room
 Lisa Wallace-Davis – via Zoom
 William Black – from NNRHA Board Room
 George Knight – via Zoom
 Barbara Holley – via Zoom
 Lou Call – from NNRHA Board Room
 Thad Holloman – via Zoom

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

 Sandra Powell – from NNRHA office via Zoom
 Deputy, Executive Director

 Carl V. Williamson – from NNRHA office via Zoom
 Director of Housing

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

 Lisa Dessoify, Director – from NNRHA office via Zoom
 Finance

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

 Teresa Bennett – from NNRHA Board Room
 Executive Assistant

 Justin Orie – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson
 City of Newport News, Department of Development

**Minutes of a Meeting of the
Choice Neighborhood II Development Corporation
April 20, 2021**

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

Director Davis made a motion to approve the minutes of the March 16, 2021 meeting. The motion was seconded by Director Knight and passed with a majority vote. Director Holloman abstained as he was not present.

NEW BUSINESS

**The Board of Directors
of the Choice
Neighborhood II
Development
Corporation authorizing
NNRHA loan in the
amount of \$7,081,789**

The Board had been provided copies of a resolution approving a loan from the Newport News Redevelopment and Housing Authority. Project costs have increased and additional funding resources have been secured to carry out the project. The total loan amount will be up to \$7,081,789.

Director Black made a motion to approve the resolution. Director 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 9:28 a.m.

Authorized Representative

**Choice Neighborhood III-R Development Corporation
Board of Directors Meeting
January 18, 2022**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of October 19, 2021
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
October 19, 2021**

Having duly given public notice, the Board of Directors of the Choice Neighborhood III-R Development Corporation met at the offices and electronically at 227-27th Street, in the City of Newport News, Virginia, at 8:51 a.m. on Tuesday, October 19, 2021.

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
Executive Director

Sandra Powell – from NNRHA Board Room
Deputy, Executive Director

Carl V. Williamson – from NNRHA office via Zoom
Director of Housing

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

David Staley, Director – from NNRHA office via Zoom
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, Department of Development

**Approval of Minutes
January 19, 2021**

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. Call and Ms. Holley abstained as they were not present.

New Business

Resolution of the Board of Directors of the Choice Neighborhood III-R Development Corporation authorizing the Closing on a Pre-Development Loan with Virginia Community Capital in the amount of \$1,300,000

The Board had been provided copies of a resolution approving a resolution authorizing the closing on a pre-development loan with Virginia Community Capital. Pennrose and NNRHA have been able to secure a pre-development line of credit from Virginia Community Capital for pre-development expenses related to the development of the next phase of housing on the Ridley site north of 16th Street for the Choice Neighborhood Initiative program. The commitment letter, dated September 14, 2021 and signed by Ms. Wilds attached, is a loan in the amount of \$1,300,000 which will be guaranteed by Pennrose LLC. The term is for one year and monthly interest only payments will be made on the outstanding loan balance. The line of credit will be paid off at the time of closing with deal related construction loans, Low Income Housing Tax Credits or owner equity. The loan will not close until or unless the Choice Neighborhood III-R Development Corporation approves this action.

Commissioner Knight made a motion to approve the resolution. Commissioner 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 8:57 a.m.

President

**Choice Neighborhood IV-R Development Corporation
Board of Directors Meeting
January 18, 2022**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of October 19, 2021
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
October 19, 2021**

Having duly given public notice, the Board of Directors of the Choice Neighborhood IV-R Development Corporation met at the offices and electronically at 227-27th Street, in the City of Newport News, Virginia, at 8:57 a.m. on Tuesday, October 19, 2021.

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, Voltz & Kelly, P.C.

 Karen R. Wilds – from NNRHA Board Room
 Executive Director

 Sandra Powell – from NNRHA Board Room
 Deputy, Executive Director

 Carl V. Williamson – from NNRHA office via Zoom
 Director of Housing

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

 David Staley, Director – from NNRHA office via Zoom
 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, Department of Development

**Approval of Minutes
January 19, 2021**

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. Call and Ms. Holley abstained as they were not present.

New Business

**Resolution of the Board
of Directors of the
Choice Neighborhood
III-R Development
Corporation authorizing
the Closing on a Pre-
Development Loan with
Virginia Community
Capital in the amount of
\$1,500,000**

The Board had been provided copies of a resolution approving a resolution authorizing the closing on a pre-development loan with Virginia Community Capital. Pennrose and NNRHA have been able to secure a pre-development line of credit from Virginia Community Capital for pre-development expenses related to the development of the next phase of housing on the Ridley site south of 16th Street for the Choice Neighborhood Initiative program. The commitment letter, dated September 14, 2021 and signed by Ms. Wilds attached, is a loan in the amount of \$1,500,000 which will be guaranteed by Pennrose LLC. The term is for one year and monthly interest only payments will be made on the outstanding loan balance. The line of credit will be paid off at the time of closing with deal related construction loans, Low Income Housing Tax Credits or owner equity. The loan will not close until or unless the Choice Neighborhood IV-R Development Corporation approves this action.

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.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:00 a.m.

President

**Cypress Terrace Development Corporation
Board of Directors Meeting
January 18, 2022**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of January 19, 2021 meeting
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
Cypress Terrace Development Corporation
January 19, 2021**

Having duly given public notice, the Board of Directors of the Cypress Terrace Development Corporation met telephonically and electronically at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 10:18 a.m. on Tuesday, January 19, 2021.

Chairman Hunter stated: "This meeting is being conducted telephonically and electronically pursuant to section 2.2-3708.2(A)(3) of the code of Virginia and executive order dated March 12, 2020 issued by Governor Northam declaring a state of emergency and Attorney General Herring's opinion letter dated March 20, 2020, and with guidance provided by legal counsel. It has been determined that the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and the purpose of the meeting is to address the emergency and the continuity of the agency functions. More importantly, based on what we know now about the Coronavirus pandemic and prudent precautions as a result thereof, it is being conducted in a way to provide the maximum amount of protection to our Commissioners, staff, residents and the public." He apologized for any inconvenience to anyone, and asked for understanding and compliance.

Roll Call

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

Directors Present: Gary B. Hunter – from NNRHA Board Room
Kenneth Penrose – from NNRHA Board Room
Josephine Clark – from NNRHA Board Room
Lisa Wallace-Davis – via Zoom
William Black – from NNRHA Board Room
George Knight – via Zoom

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

Sandra Powell – from NNRHA office via Zoom
Deputy, Executive Director

Carl V. Williamson – from NNRHA office via Zoom
Director of Housing

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

Lisa Dessoffey, Director – from NNRHA office via Zoom
Finance

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

Teresa Bennett – from NNRHA Board Room
Executive Assistant

Justin Orie – from NNRHA Board Room
NNRHA IT Department

Tricia Wilson
City of Newport News, Department of Development

**Approve Minutes of
January 21, 2020
Meeting**

Dr. Davis made a motion to approve the minutes of the January 21, 2020 meeting. The motion was seconded by Dr. Davis and passed with a majority vote. Mr. Knight abstained as he was not present.

**Election of Chairman
and Vice Chairman**

Mr. Black 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 Ms. Clark and passed with a unanimous vote.

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

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

**Minutes of a Meeting of the
Cypress Terrace Development Corporation
January 19, 2021**

**Resolution of the Board
of Directors Authorizing
the Charge off of
Tenants Accounts
Receivable for the
twelve months ending
September 30, 2020**

Ms. Wilds reports as of September 30, 2020, there are four accounts recommended for charge-off action with a total dollar value of \$7,657.37. This represents 4.3% of net rental revenue for the period.

Mr. Black made a motion to approve the resolution. The motion was seconded by Mr. Penrose and passed with a unanimous vote.

**Update on Cypress
Terrace Development
Corporation**

Ms. Wilds reported that on December 31, 2020 the property had a balance of \$62,263.18 in replacement reserves, \$240,050.30 in operating reserves, occupancy rate of 100% and rent collection was 92%.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 10:23 a.m.

President

**Great Oaks Development Corporation
Board of Directors Meeting
January 18, 2022**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of January 19, 2021 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, 2021
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Great Oaks Development Corporation
January 19, 2021**

Having duly given public notice, the Board of Directors of the Great Oaks Development Corporation met telephonically and electronically at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 10:23 a.m. on Tuesday, January 19, 2021.

Chairman Hunter stated: “This meeting is being conducted telephonically and electronically pursuant to section 2.2-3708.2(A)(3) of the code of Virginia and executive order dated March 12, 2020 issued by Governor Northam declaring a state of emergency and Attorney General Herring’s opinion letter dated March 20, 2020, and with guidance provided by legal counsel. It has been determined that the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and the purpose of the meeting is to address the emergency and the continuity of the agency functions. More importantly, based on what we know now about the Coronavirus pandemic and prudent precautions as a result thereof, it is being conducted in a way to provide the maximum amount of protection to our Commissioners, staff, residents and the public.” He apologized for any inconvenience to anyone, and asked for understanding and compliance.

Roll Call

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

Directors Present: Gary B. Hunter – from NNRHA Board Room
Kenneth Penrose – from NNRHA Board Room
Josephine Clark – from NNRHA Board Room
Lisa Wallace-Davis – via Zoom
William Black – from NNRHA Board Room
George Knight – via Zoom

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

Sandra Powell – from NNRHA office via Zoom
Deputy, Executive Director

Carl V. Williamson – from NNRHA office via Zoom
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 office via Zoom
Community Development

Teresa Bennett – from NNRHA Board Room
Executive Assistant

Justin Orie – from NNRHA Board Room
NNRHA IT Department

Tricia Wilson
City of Newport News, Department of Development

**Approve Minutes of
January 21, 2020
Meeting**

Ms. Clark made a motion to approve the minutes of the January 21, 2020 meeting. The motion was seconded by Dr. Davis and passed with a majority vote. Mr. Knight abstained as he was not present.

**Election of Chairman
and Vice Chairman**

Mr. Black 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 Ms. Clark and passed with a unanimous vote.

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

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

**Minutes of a Meeting of the
Great Oaks Development Corporation
January 19, 2021**

**Resolution of the Board
of Directors Authorizing
the Charge off of
Tenants Accounts
Receivable for the
twelve months ending
September 30, 2020**

Ms. Wilds reports as of September 30, 2020, there are five accounts recommended for charge-off action with a total dollar value of \$935.30. This represents .2% of net rental revenue for the period.

Mr. Penrose made a motion to approve the resolution. The motion was seconded by Mr. Black and passed with a unanimous vote.

**Update on Great Oaks
Development
Corporation**

Ms. Wilds reported that on December 31, 2020 the property had a balance of \$389,722.43 in replacement reserves, \$132,442.39 in operating reserves, occupancy rate of 100% and rent collection was 99%.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 10:28 a.m.

President


5a

GREAT OAKS DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 11, 2022

TO: Board of Directors,
GREAT OAKS DEVELOPMENT CORPORATION

FROM: Karen R. Wilds, President 

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2021

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 \$872.80. This represents .19% of Great Oaks Apartments net rental revenue. We budget .1% for bad debt at Great Oaks.

Last year, we charged off \$935.30 (five accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$872.80 for the twelve-month period ending September 30, 2021 is recommended.

KRW/LKD

Attachments

**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, 2021 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 \$872.80 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=greatoak

Status = Past

Date Range between 10/01/20 and 09/30/21

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
greatoak								
t2054077								
	C-382024	3036	Past	07/01/2021	07/2021	RENT	311100000	\$76.80 RENT 7/1/2021 to 7/31/2021
	C-403952	3036	Past	07/08/2021	07/2021	RENT	311100000	\$254.00 RENT Adj AR, 06/01/2021 to 06/22/2021
Total For								\$330.80
t2053960								
	C-363869	3022	Past	05/05/2021	05/2021	RENT	311100000	\$542.00 RENT Adj AR, 08/01/2020 to 01/22/2021
Total For								\$542.00

Property Code	Charge Type	SubTotal
greatoak		
	RENT	872.80
	greatoak	872.80
	Grand Total	872.80

**Lassiter Courts Development Corporation
Board of Directors Meeting
January 18, 2022**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of January 19, 2021 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, 2021
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Lassiter Courts Development Corporation
January 19, 2021**

Having duly given public notice, the Board of Directors of the Lassiter Courts Development Corporation met telephonically and electronically at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 10:28 a.m. on Tuesday, January 19, 2021.

Chairman Hunter stated: "This meeting is being conducted telephonically and electronically pursuant to section 2.2-3708.2(A)(3) of the code of Virginia and executive order dated March 12, 2020 issued by Governor Northam declaring a state of emergency and Attorney General Herring's opinion letter dated March 20, 2020, and with guidance provided by legal counsel. It has been determined that the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and the purpose of the meeting is to address the emergency and the continuity of the agency functions. More importantly, based on what we know now about the Coronavirus pandemic and prudent precautions as a result thereof, it is being conducted in a way to provide the maximum amount of protection to our Commissioners, staff, residents and the public." He apologized for any inconvenience to anyone, and asked for understanding and compliance.

Roll Call

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

- Directors Present:

Gary B. Hunter – from NNRHA Board Room
Kenneth Penrose – from NNRHA Board Room
Josephine Clark – from NNRHA Board Room
Lisa Wallace-Davis – via Zoom
William Black – from NNRHA Board Room
George Knight – via Zoom
- 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

Sandra Powell – from NNRHA office via Zoom
Deputy, Executive Director

Carl V. Williamson – from NNRHA office via Zoom
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 office via Zoom
Community Development

Teresa Bennett – from NNRHA Board Room
Executive Assistant

Justin Orie – from NNRHA Board Room
NNRHA IT Department

Tricia Wilson
City of Newport News, Department of Development

**Approve Minutes of
August 18, 2020
Meeting**

Ms. Clark made a motion to approve the minutes of the August 18, 2020 meeting. The motion was seconded by Mr. Penrose and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Mr. Black 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 Ms. Clark and passed with a unanimous vote.

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

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

**Minutes of a Meeting of the
Lassiter Courts Development Corporation
January 19, 2021**

**Resolution of the Board
of Directors Authorizing
the Charge off of
Tenants Accounts
Receivable for the
twelve months ending
September 30, 2020**

Ms. Wilds reports as of September 30, 2020, there are five accounts recommended for charge-off action with a total dollar value of \$2,328.97. This represents 1.63% of net rental revenue for the period.

Mr. Penrose made a motion to approve the resolution. The motion was seconded by Ms. Clark and passed with a unanimous vote.

**Update on Lassiter
Courts Development
Corporation**

Ms. Wilds reported that on December 31, 2020 the property had an occupancy rate of 100% and rent collection was 67%.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 10:32 a.m.

President


5a

LASSITER COURTS DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 11, 2022

TO: Board of Directors,
Lassiter Courts Development Corporation

FROM: Karen R. Wilds, President 

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2021

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

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. We budget 2% for bad debt at Lassiter Courts.

The average amount per vacated account is \$1,369.80. Last year, we charged off \$2,328.97 (five accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$6,849.03 for the twelve-month period ending September 30, 2021 is recommended.

KRW/LKD

Attachments

**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, 2021 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 \$6,849.03 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=lassiter

Status = Past

Date Range between 10/01/20 and 09/30/21

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark	Owed
lassiter									
t2055399									
	C-291508	172479	Past	12/01/2020	01/2021	RENT	311100000	\$226.87	Tenant Rent 12/01/2020 to 12/31/2020Lease Charge Adjustment
	C-291509	172479	Past	01/01/2021	01/2021	RENT	311100000	\$454.00	Tenant Rent 01/01/2021 to 01/31/2021Lease Charge Adjustment
	C-296477	172479	Past	12/01/2020	01/2021	RENT	311100000	\$304.00	Tenant Rent 12/01/2020 to 12/31/2020Lease Charge Adjustment
	C-296478	172479	Past	01/01/2021	01/2021	RENT	311100000	\$304.00	Tenant Rent 01/01/2021 to 01/31/2021Lease Charge Adjustment
	C-306806	172479	Past	02/01/2021	02/2021	RENT	311100000	\$758.00	Tenant Rent (02/2021)
	C-324710	172479	Past	03/01/2021	03/2021	RENT	311100000	\$758.00	Tenant Rent (03/2021)
	C-343836	172479	Past	04/01/2021	04/2021	RENT	311100000	\$758.00	Tenant Rent (04/2021)
	C-291506	172479	Past	01/07/2021	01/2021	UTILIREC	311201000	\$172.00	Util Recovery MI, 12/01/2020 to 01/31/2021
Total For								\$3,734.87	
t2055437									
	C-296485	172422	Past	01/01/2021	01/2021	RENT	311100000	\$3.57	Tenant Rent 01/01/2021 to 01/31/2021Lease Charge Adjustment
	C-306802	172422	Past	02/01/2021	02/2021	RENT	311100000	\$580.00	Tenant Rent (02/2021)
Total For								\$583.57	
t2054447									
	C-365812	172473	Past	06/01/2021	06/2021	RENT	311100000	\$339.00	RENT 6/1/2021 to 6/30/2021
	C-383599	172473	Past	07/01/2021	07/2021	RENT	311100000	\$445.00	RENT 7/1/2021 to 7/31/2021
	C-517369	172473	Past	06/01/2021	09/2021	RENT	311100000	\$14.83	Rent for June 1, 2021:Tenant Rent 06/01/2021 to 06/30/2021
Total For								\$798.83	
t2055707									
	C-423429	172454	Past	08/09/2021	08/2021	UTILIREC	311201000	\$132.00	Util Recovery IR, 06/01/2021 to 08/31/2021
	C-446469	172454	Past	09/15/2021	09/2021	DAMAGE	312003000	\$625.00	Move-out charges. Tenant had extensive wall damage throughout the entire unit
Total For								\$757.00	
t2055708									
	C-380955	172457	Past	06/01/2021	06/2021	DAMAGE	312003000	\$475.30	3 unreported broken windows were discovered during a property inspection.
	C-350927	172457	Past	04/13/2021	04/2021	UTILITIE	312007000	\$24.90	Tenant's Dominion Energy bill paid by NNRHA. Bill date 4/1/21
	C-372959	172457	Past	05/18/2021	05/2021	UTILITIE	312007000	\$14.22	Tenant's Dominion Energy bill paid by NNRHA. Bill date 5/3/21
	C-329291	172457	Past	03/08/2021	03/2021	UTILITIE	312007000	\$0.56	Tenant's Dominion Energy bill paid by NNRHA. 5/29-6/29
	C-329292	172457	Past	03/08/2021	03/2021	UTILITIE	312007000	\$93.68	Tenant's Dominion Energy bill paid by NNRHA. 6/29-7/29
	C-329293	172457	Past	03/08/2021	03/2021	UTILITIE	312007000	\$83.42	Tenant's Dominion Energy bill paid by NNRHA. 7/29-8/27
	C-329294	172457	Past	03/08/2021	03/2021	UTILITIE	312007000	\$90.04	Tenant's Dominion Energy bill paid by NNRHA. 8/27-9/30
	C-329295	172457	Past	03/08/2021	03/2021	UTILITIE	312007000	\$37.83	Tenant's Dominion Energy bill paid by NNRHA. 9/30-10/27
	C-329296	172457	Past	03/08/2021	03/2021	UTILITIE	312007000	\$56.05	Tenant's Dominion Energy bill paid by NNRHA. 10/27-11/30
	C-329297	172457	Past	03/08/2021	03/2021	UTILITIE	312007000	\$34.61	Tenant's Dominion Energy bill paid by NNRHA. 11/30-12/30
	C-329298	172457	Past	03/08/2021	03/2021	UTILITIE	312007000	\$34.37	Tenant's Dominion Energy bill paid by NNRHA. 12/30-1/29/21
	C-341270	172457	Past	03/29/2021	03/2021	UTILITIE	312007000	\$29.78	Tenant's Dominion Energy bill paid by NNRHA. (Bill date 3/3/21)
Total For								\$974.76	
Property Code		Charge Type				SubTotal			
lassiter									
		DAMAGE				1,100.30			
		RENT				4,945.27			
		UTILIREC				304.00			
		UTILITIE				499.46			
		lassiter				6,849.03			
		Grand Total				6,849.03			

**Lower Jefferson Avenue Development Corporation
Board of Directors Meeting
January 18, 2022**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of January 19, 2021
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 19, 2021**

Having duly given public notice, the Board of Directors of the Lower Jefferson Avenue Development Corporation met telephonically and electronically at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 10:32 a.m. on Tuesday, January 19, 2021.

Chairman Hunter stated: "This meeting is being conducted telephonically and electronically pursuant to section 2.2-3708.2(A)(3) of the code of Virginia and executive order dated March 12, 2020 issued by Governor Northam declaring a state of emergency and Attorney General Herring's opinion letter dated March 20, 2020, and with guidance provided by legal counsel. It has been determined that the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and the purpose of the meeting is to address the emergency and the continuity of the agency functions. More importantly, based on what we know now about the Coronavirus pandemic and prudent precautions as a result thereof, it is being conducted in a way to provide the maximum amount of protection to our Commissioners, staff, residents and the public." He apologized for any inconvenience to anyone, and asked for understanding and compliance.

Roll Call

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

Directors Present: Gary B. Hunter – from NNRHA Board Room
Kenneth Penrose – from NNRHA Board Room
Josephine Clark – from NNRHA Board Room
Lisa Wallace-Davis – via Zoom
William Black – from NNRHA Board Room
George Knight – via Zoom

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

Sandra Powell – from NNRHA office via Zoom
Deputy, Executive Director

Carl V. Williamson – from NNRHA office via Zoom
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 office via Zoom
Community Development

Teresa Bennett – from NNRHA Board Room
Executive Assistant

Justin Orie – from NNRHA Board Room
NNRHA IT Department

Tricia Wilson
City of Newport News, Department of Development

**Approve Minutes of
January 21, 2020
Meeting**

Ms. Clark made a motion to approve the minutes of the January 21, 2020 meeting. The motion was seconded by Mr. Penrose and passed with a majority vote. Mr. Knight abstained as he was not present.

**Election of Chairman
and Vice Chairman**

Mr. Black 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 Ms. Clark and passed with a unanimous vote.

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

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

**Minutes of a Meeting of the
Lower Jefferson Avenue Development Corporation
January 19, 2021**

**Resolution of the Board
of Directors Authorizing
the Charge off of
Tenants Accounts
Receivable for the
twelve months ending
September 30, 2020**

Ms. Wilds reports as of September 30, 2020, there are five accounts recommended for charge-off action with a total dollar value of \$6,726.45. This represents 2.9% of net rental revenue for the period.

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

**Update on Lower
Jefferson Avenue
Development
Corporation**

Ms. Wilds reported that on December 31, 2020 the property had a balance of \$53,936.29 in replacement reserves, \$172,681.66 in operating reserves, occupancy rate of 98% and rent collection was 80%.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 10:35 a.m.

President

**Orcutt Townhomes Development Corporation
Board of Directors Meeting
January 18, 2022**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of October 19, 2021
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
October 19, 2021**

Having duly given public notice, the Board of Directors of the Orcutt Townhomes Development Corporation met at the offices and electronically at 227-27th Street, in the City of Newport News, Virginia, at 9:00 a.m. on Tuesday, October 19, 2021.

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
Executive Director

Sandra Powell – from NNRHA Board Room
Deputy, Executive Director

Carl V. Williamson – from NNRHA office via Zoom
Director of Housing

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

David Staley, Director – from NNRHA office via Zoom
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, Department of Development

**Approval of Minutes
January 19, 2021**

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. Call and Ms. Holley abstained as they were not present.

New Business

**Resolution of the Board
of Directors of the
Orcutt Townhomes
Development
Corporation approving
Admittance of OTH-I
LLC as Successor
Limited Partner**

The Board had been provided copies of a resolution approving the admittance of OTH-I LLC as successor limited partner for the investor partner and special limited partner in the Orcutt Townhomes I L.P. partnership, owner of the Orcutt Townhomes project. This complex was developed utilizing tax credits (LIHTC) and capital funds (mixed finance) and placed in service in 2005. This is related to a request from the existing limited partner to withdraw from the aforementioned partnership now that the 15-year LIHTC compliance period has passed. In order to continue the partnership and the operation of the Orcutt Townhomes property, the withdrawing entities must be replaced by a successor limited partner. This resolution approves the admittance of the OTH-I LLC into the Orcutt Townhomes I L.P. partnership, subject to the final local approval regarding creation of this entity by the Newport News City Council.

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.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:02 a.m.

President

**Orcutt Townhomes Phase III Development Corporation
Board of Directors Meeting
January 18, 2022**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of January 19, 2021
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 Phase III Development Corporation
January 19, 2021**

Having duly given public notice, the Board of Directors of the Orcutt Townhomes Phase III Development Corporation met telephonically and electronically at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 10:38 a.m. on Tuesday, January 19, 2021.

Chairman Hunter stated: "This meeting is being conducted telephonically and electronically pursuant to section 2.2-3708.2(A)(3) of the code of Virginia and executive order dated March 12, 2020 issued by Governor Northam declaring a state of emergency and Attorney General Herring's opinion letter dated March 20, 2020, and with guidance provided by legal counsel. It has been determined that the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and the purpose of the meeting is to address the emergency and the continuity of the agency functions. More importantly, based on what we know now about the Coronavirus pandemic and prudent precautions as a result thereof, it is being conducted in a way to provide the maximum amount of protection to our Commissioners, staff, residents and the public." He apologized for any inconvenience to anyone, and asked for understanding and compliance.

Roll Call

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

Directors Present: Gary B. Hunter – from NNRHA Board Room
Kenneth Penrose – from NNRHA Board Room
Josephine Clark – from NNRHA Board Room
Lisa Wallace-Davis – via Zoom
William Black – from NNRHA Board Room
George Knight – via Zoom

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

Sandra Powell – from NNRHA office via Zoom
Deputy, Executive Director

Carl V. Williamson – from NNRHA office via Zoom
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 office via Zoom
Community Development

Teresa Bennett – from NNRHA Board Room
Executive Assistant

Justin Orie – from NNRHA Board Room
NNRHA IT Department

Tricia Wilson
City of Newport News, Department of Development

**Approve Minutes of
January 21, 2020
Meeting**

Dr. Davis made a motion to approve the minutes of the January 21, 2020 meeting. The motion was seconded by Ms. Clark and passed with a majority vote. Mr. Knight abstained as he was not present.

**Election of Chairman
and Vice Chairman**

Mr. Black 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 Ms. Clark and passed with a unanimous vote.

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

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

**Minutes of a Meeting of the
Orcutt Townhomes Phase III Development Corporation
January 19, 2021**

**Resolution of the Board
of Directors Authorizing
the Charge off of
Tenants Accounts
Receivable for the
twelve months ending
September 30, 2020**

Ms. Wilds reports as of September 30, 2020, there are five accounts recommended for charge-off action with a total dollar value of \$986.08. This represents .47% of net rental revenue for the period.

Dr. Davis made a motion to approve the resolution. 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, 2020 the property had a balance of \$81,937.15 in replacement reserves, \$200,046.66 in operating reserves, occupancy rate of 100% and rent collection was 66%.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 10:41 a.m.

President

**Oyster Point Brighton Development Corporation
Board of Directors Meeting
January 18, 2022**

227-27th Street
Newport News VA 23607

Agenda

1. Roll call
2. Approval of Minutes of January 19, 2021
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, 2021
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Oyster Point Brighton Development Corporation
January 19, 2021**

Having duly given public notice, the Board of Directors of the Oyster Point Brighton Development Corporation met telephonically and electronically at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 10:41 a.m. on Tuesday, January 19, 2021.

Chairman Hunter stated: "This meeting is being conducted telephonically and electronically pursuant to section 2.2-3708.2(A)(3) of the code of Virginia and executive order dated March 12, 2020 issued by Governor Northam declaring a state of emergency and Attorney General Herring's opinion letter dated March 20, 2020, and with guidance provided by legal counsel. It has been determined that the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and the purpose of the meeting is to address the emergency and the continuity of the agency functions. More importantly, based on what we know now about the Coronavirus pandemic and prudent precautions as a result thereof, it is being conducted in a way to provide the maximum amount of protection to our Commissioners, staff, residents and the public." He apologized for any inconvenience to anyone, and asked for understanding and compliance.

Roll Call

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

Directors Present: Gary B. Hunter – from NNRHA Board Room
Kenneth Penrose – from NNRHA Board Room
Josephine Clark – from NNRHA Board Room
Lisa Wallace-Davis – via Zoom
William Black – from NNRHA Board Room
George Knight – via Zoom

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

Sandra Powell – from NNRHA office via Zoom
Deputy, Executive Director

Carl V. Williamson – from NNRHA office via Zoom
Director of Housing

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

Lisa Dessoify, Director – from NNRHA office via Zoom
Finance

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

Teresa Bennett – from NNRHA Board Room
Executive Assistant

Justin Orie – from NNRHA Board Room
NNRHA IT Department

Tricia Wilson
City of Newport News, Department of Development

**Approve Minutes of
January 21, 2020
Meeting**

Ms. Clark made a motion to approve the minutes of the January 21, 2020 meeting. The motion was seconded by Dr. Davis and passed with a majority vote. Mr. Knight abstained as he was not present.

**Election of Chairman
and Vice Chairman**

Mr. Black 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 Ms. Clark and passed with a unanimous vote.

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

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

**Minutes of a Meeting of the
Oyster Point Brighton Development Corporation
January 19, 2021**

**Resolution of the Board
of Directors Authorizing
the Charge off of
Tenants Accounts
Receivable for the
twelve months ending
September 30, 2020**

Ms. Wilds reports as of September 30, 2020, there are five accounts recommended for charge-off action with a total dollar value of \$5,861.16. This represents 1.5% of net rental revenue for the period.

Ms. Clark 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, 2020 the property had a balance of \$148,824.22 in replacement reserves, \$562,139.78 in operating reserves, occupancy rate of 99% and rent collection was 83%.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 10:45 a.m.


President

OYSTER POINT-BRIGHTON DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 12, 2022

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, 2021

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 \$17,748.24. This represents 3.6% of net rental revenue. We budget 2% for bad debt at Oyster Point-Brighton.

The average amount per vacated account is \$1,774.82. Last year, we charged off \$5,861.16 (nine accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$17,748.24 for the twelve-month period ending September 30, 2021 is recommended.

KRW/LKD

Attachments

**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, 2021 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 \$17,748.24 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=oystbrbt

Status = Past

Date Range between 10/01/20 and 09/30/21

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Owed	Remark
t2054103									
	C-318515	152381	Past	01/01/2021	01/2021	SECDEP	211400000	\$100.00	Security Deposit charge from Visual Homes
	C-318519	152381	Past	02/09/2021	02/2021	RENT	311100000	\$199.29	Tenant Rent (02/2021) 9 days
	C-288479	152381	Past	01/01/2021	01/2021	RENT	311100000	\$420.00	Tenant Rent (01/2021)
Total For								\$719.29	
t2055732									
	C-422901	152323	Past	09/01/2021	09/2021	RENT	311100000	\$28.00	RENT 9/1/2021 to 9/30/2021
	C-443164	152323	Past	09/10/2021	09/2021	RENT	311100000	\$9.00	RENT Adj AR, 08/01/2021 to 08/06/2021
Total For								\$37.00	
t2054192									
	C-386070	152316	Past	07/01/2021	07/2021	RENT	311100000	\$257.55	RENT 7/1/2021 to 7/31/2021
	C-402354	152316	Past	08/01/2021	08/2021	RENT	311100000	\$298.00	RENT 8/1/2021 to 8/31/2021
	C-422890	152316	Past	09/01/2021	09/2021	RENT	311100000	\$298.00	RENT 9/1/2021 to 9/30/2021
	C-443151	152316	Past	09/10/2021	09/2021	RENT	311100000	\$10.00	RENT Adj AR, 09/01/2021 to 09/01/2021
Total For								\$863.55	
t2054216									
	C-385895	152336	Past	06/08/2021	06/2021	RENT	311100000	\$21.00	RENT Adj AR, 05/01/2021 to 05/03/2021
	C-383695	152336	Past	06/04/2021	06/2021	DAMAGE	312003000	\$192.23	WO#18449 drip pans;clean range;clean refrigerator;wall prep;trash removal;bedroom blinds
Total For								\$213.23	
t2054099									
	C-329021	152346	Past	04/01/2021	04/2021	RENT	311100000	\$25.00	RENT 4/1/2021 to 4/30/2021
	C-345709	152346	Past	05/01/2021	05/2021	RENT	311100000	\$151.00	RENT 5/1/2021 to 5/31/2021
Total For								\$176.00	
t2054111									
	C-306817	101743	Past	02/01/2021	02/2021	RENT	311100000	\$983.00	Tenant Rent (02/2021)
	C-324714	101743	Past	03/01/2021	03/2021	RENT	311100000	\$983.00	Tenant Rent (03/2021)
	C-343794	101743	Past	04/01/2021	04/2021	RENT	311100000	\$983.00	Tenant Rent (04/2021)
	C-361388	101743	Past	05/01/2021	05/2021	RENT	311100000	\$983.00	Tenant Rent (05/2021)
	C-269305	101743	Past	12/01/2020	12/2020	RENT	311100000	\$224.53	Tenant Rent (12/2020)
	C-288464	101743	Past	01/01/2021	01/2021	RENT	311100000	\$983.00	Tenant Rent (01/2021)
	C-398556	101743	Past	05/11/2021	06/2021	RENT	311100000	\$264.71	Tenant Rent (05/2021) 11 days
	C-395874	101743	Past	06/25/2021	06/2021	DAMAGE	312003000	\$444.65	WO#18663 REPLACED DRIP PANS;CLEAN RANGE;CLEAN REFRIGERATOR;EXTRA CLEANING UNIT;WALL PREP-4 HOURS;REMOVED TRASH;REPLACED BLINDS;REPLACED BLIND
	C-302892	101743	Past	11/30/2020	01/2021	TENREPAY	223500000	\$717.00	Agreement #RPA032020 Tenant One-Time Repayment Charge
Total For								\$6,565.89	
t2054114									
	C-290925	152326	Past	11/01/2020	01/2021	RENT	311100000	\$249.00	retro rent charge
	C-290926	152326	Past	12/01/2020	01/2021	RENT	311100000	\$848.00	retro rent charge
	C-290927	152326	Past	01/01/2021	01/2021	RENT	311100000	\$848.00	retro rent charge
	C-306823	152326	Past	02/01/2021	02/2021	RENT	311100000	\$848.00	Tenant Rent (02/2021)
	C-324721	152326	Past	03/01/2021	03/2021	RENT	311100000	\$848.00	Tenant Rent (03/2021)
	C-343801	152326	Past	04/01/2021	04/2021	RENT	311100000	\$848.00	Tenant Rent (04/2021)
	C-361395	152326	Past	05/01/2021	05/2021	RENT	311100000	\$848.00	Tenant Rent (05/2021)
	C-380863	152326	Past	06/01/2021	06/2021	RENT	311100000	\$848.00	Tenant Rent (06/2021)
	C-290922	152326	Past	01/06/2021	01/2021	UTILIREC	311201000	\$220.00	Util Recovery AR, 10/01/2020 to 01/31/2021
	C-398544	152326	Past	06/30/2021	06/2021	CLEAN	312002000	\$85.08	WO#19637 drip pans;clean range;clean refrigerator
	C-398545	152326	Past	06/30/2021	06/2021	DAMAGE	312003000	\$31.62	WO#19637 wall prep
	C-398546	152326	Past	06/30/2021	06/2021	DAMAGE	312003000	\$86.58	WO#19639 Drip Pans;Range Clean;Refrig Clean
Total For								\$6,608.28	
t2054280									
	C-443042	101759	Past	09/10/2021	09/2021	RENT	311100000	\$21.00	RENT Adj IR, 08/01/2021 to 08/02/2021
Total For								\$21.00	
t2054157									
	C-329045	152360	Past	04/01/2021	04/2021	RENT	311100000	\$14.00	RENT 4/1/2021 to 4/30/2021
	C-345733	152360	Past	05/01/2021	05/2021	RENT	311100000	\$501.00	RENT 5/1/2021 to 5/31/2021
	C-363160	152360	Past	06/01/2021	06/2021	RENT	311100000	\$501.00	RENT 6/1/2021 to 6/30/2021
	C-386141	152360	Past	06/08/2021	06/2021	RENT	311100000	\$307.00	RENT Adj AR, 05/01/2021 to 05/19/2021
Total For								\$1,323.00	
t2054154									
	C-291600	101772	Past	02/01/2021	02/2021	RENT	311100000	\$26.00	RENT 2/1/2021 to 2/28/2021
	C-310659	101772	Past	03/01/2021	03/2021	RENT	311100000	\$101.00	RENT 3/1/2021 to 3/31/2021
	C-328881	101772	Past	04/01/2021	04/2021	RENT	311100000	\$101.00	RENT 4/1/2021 to 4/30/2021
	C-345563	101772	Past	05/01/2021	05/2021	RENT	311100000	\$101.00	RENT 5/1/2021 to 5/31/2021
	C-362992	101772	Past	06/01/2021	06/2021	RENT	311100000	\$101.00	RENT 6/1/2021 to 6/30/2021
	C-385891	101772	Past	06/08/2021	06/2021	RENT	311100000	\$539.00	May rent due-held keys-HCV participant 4/14/21
	C-385892	101772	Past	06/08/2021	06/2021	RENT	311100000	\$252.00	June prorate rent due-held keys-HCV participant 4/14/21
Total For								\$1,221.00	
Summary									
Property Code		Charge Type					SubTotal		
oystbrbt		CLEAN					85.08		
		DAMAGE					755.08		
		RENT					15,871.08		
		SECDEP					100.00		
		TENREPAY					717.00		
		UTILIREC					220.00		
		oystbrbt					17,748.24		
		Grand Total					17,748.24		

Tenant Unpaid Charges

**Spratley House Development Corporation
Board of Directors Meeting
January 18, 2022**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of February 16, 2021
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
Spratley House Development Corporation
February 16, 2021**

Having duly given public notice, the Board of Directors of the Spratley House Development Corporation met telephonically and electronically at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 10:15 a.m. on Tuesday, February 16, 2021.

Chairman Hunter stated: “This meeting is being conducted telephonically and electronically pursuant to section 2.2-3708.2(A)(3) of the code of Virginia and executive order dated March 12, 2020 issued by Governor Northam declaring a state of emergency and Attorney General Herring’s opinion letter dated March 20, 2020, and with guidance provided by legal counsel. It has been determined that the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and the purpose of the meeting is to address the emergency and the continuity of the agency functions. More importantly, based on what we know now about the Coronavirus pandemic and prudent precautions as a result thereof, it is being conducted in a way to provide the maximum amount of protection to our Commissioners, staff, residents and the public.” He apologized for any inconvenience to anyone, and asked for understanding and compliance.

Roll Call

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

Directors Present: Kenneth Penrose – from NNRHA Board Room
 Lisa Wallace-Davis – via Zoom
 William Black – from NNRHA Board Room
 George Knight – via Zoom
 Lou Call – from NNRHA Board Room
 Barbara Holley – via Zoom

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

 Sandra Powell – from NNRHA office via Zoom
 Deputy, Executive Director

 Carl V. Williamson – from NNRHA office via Zoom
 Director of Housing

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

 Lisa Dessoify, Director – from NNRHA office via Zoom
 Finance

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

 Teresa Bennett – from NNRHA Board Room
 Executive Assistant

 Justin Orie – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson
 City of Newport News, Department of Development

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

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

**Resolution of the Board
of Directors of the
Spratley House
Development
Corporation authorizing
execution of documents
with NNRHA and other
entities to undertake the
renovation of the
Spratley House Project**

The Board had been provided copies of a resolution authorizing the execution of an amended and restated Spratley House operating agreement admitting Housing Equity Fund XXIV L.L.C. and VAHM L.L.C. as investor member and special investor member respectively into the Spratley House LLC and with other entities, documents, contracts, loan agreements and related financing documents in connect with the conversion of the Spratley House Project and the capitalization of the costs of this undertaking.

**Minutes of a Meeting of the
Spratley House Development Corporation
February 16, 2021**

Director Davis made a motion to approve the resolution. Director 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 10:19 a.m.

President