

**2713 Lofts Development Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Consider approval of minutes of the Board of Director's meeting, January 21, 2025
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider a Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2025
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
2713 Lofts Development Corporation
January 21, 2025**

Having duly given public notice, the Board of Directors of the 2713 Lofts Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:00 a.m. on Tuesday, January 21, 2025.

Roll Call

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

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

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

 Lysandra M. Shaw
 Executive Director

 Tera Lockley
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessofoy, Director
 Finance

 David Staley, Director
 Community Development

 Kayonia M. Betts
 Executive Assistant

 Justin Orié
 NNRHA IT Department

 Tricia Wilson
 City of Newport News, Department of Development

**Approve Minutes of
January 16, 2024
Meeting**

Director Holloman made a motion to approve the minutes of the January 16, 2024, meeting. The motion was seconded by Director Black and passed with a majority vote. Ms. Call abstained as she was not present.

**Election of Chairman
and Vice Chairman**

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

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

Director Black made a motion to affirm the appointment of Lysandra Shaw as President, Secretary and Treasurer. The motion was seconded by Director Holloman and passed with a unanimous vote.

**A Resolution of the
Board of Directors
authorizing the Charge
Off of Tenants'
Accounts Receivable**

Ms. Shaw reported as of September 30, 2024, there is one account recommended for charge-off action with a total dollar value of \$120.09. This represents .11% of Lofts Apartments net rental revenue.

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

Other Business

Director Penrose inquired about the origin of last year's write off amount of \$20,363.47. Ms. Shaw responded that it was due to the eviction moratorium during COVID, Ms. Dessofoy concurred. Ms. Shaw also reported that on December 31, 2024, the property had a balance of \$46,474.25 in replacement reserves, an occupancy rate of 73%.

**Minutes of a Meeting of the
2713 Lofts Development Corporation
January 21, 2025**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:05 a.m.

President

2713 DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 13, 2026

TO: Board of Directors,
2713 Development Corporation

FROM: Lysandra M. Shaw, President *LMS*

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2025

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

There is one account recommended for charge-off action with a total dollar value of \$3,021.45. This represents 4.2% of Lofts Apartments net rental revenue. We budget 2% for bad debt at Lofts Apartments.

Last year, we charged off \$120.09 (one account).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$3,021.45 for the twelve-month period ending September 30, 2025, is recommended.

LMS/LKD

Attachments

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

WHEREAS, there has been presented to the Board of Directors of the 2713 DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2025 for Lofts Apartments; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the 2713 DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$3,021.45 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=lofts

Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
lofts								
12057777								
	C-694050	028103	Past	08/01/2024	08/2024	RENT	311100000	\$401.45 Tenant Rent (08/2024)
	C-698533	028103	Past	09/01/2024	09/2024	RENT	311100000	\$655.00 Tenant Rent (09/2024)
	C-701584	028103	Past	10/01/2024	10/2024	RENT	311100000	\$655.00 Tenant Rent (10/2024)
	C-704145	028103	Past	11/01/2024	11/2024	RENT	311100000	\$655.00 Tenant Rent (11/2024)
	C-705235	028103	Past	12/01/2024	12/2024	RENT	311100000	\$655.00 Tenant Rent (12/2024)
Total For								\$3,021.45

Property Code	Charge Type	SubTotal
lofts		
	RENT	3,021.45
	lofts	3,021.45
	Grand Total	3,021.45

**Ashe Manor Development Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, January 21, 2025
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 21, 2025**

Having duly given public notice, the Board of Directors of the Ashe Manor Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:05 a.m. on Tuesday, January 21, 2025.

Roll Call

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

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

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

 Lysandra M. Shaw
 Executive Director

 Tera Lockley
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoify, Director
 Finance

 David Staley, Director
 Community Development

 Kayonia M. Betts
 Executive Assistant

 Justin Orie
 NNRHA IT Department

 Tricia Wilson
 City of Newport News, Department of Development

**Approve Minutes of
January 16, 2024
Meeting**

Director Penrose made a motion to approve the minutes of the January 16, 2024, meeting. The motion was seconded by Director Knight and passed with a majority vote. Ms. Call abstained as she was not present.

**Election of Chairman
and Vice Chairman**

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

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

Director Black made a motion to affirm the appointment of Lysandra M. Shaw as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

Other Business

Ms. Shaw reported that there were no charge offs for this LLC. However, on December 31, 2024, the property had a balance of \$234,212.51 in replacement reserves and an occupancy rate of 90%.

**Minutes of a Meeting of the
Ashe Manor Development Corporation
January 21, 2025**

Adjournment

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

President

**Carrier Point Commercial Partners Development Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, January 21, 2025
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Carrier Point Commercial Partners Development Corporation
January 21, 2025**

Having duly given public notice, the Board of Directors of the Carrier Point Commercial Partners Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:07 a.m. on Tuesday, January 21, 2025.

Roll Call

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

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

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

 Lysandra M. Shaw
 Executive Director

 Tera Lockley
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoffy, Director
 Finance

 David Staley, Director
 Community Development

 Kayonia M. Betts
 Executive Assistant

 Justin Orié
 NNRHA IT Department

 Tricia Wilson
 City of Newport News, Department of Development

**Approve Minutes of
January 16, 2024
Meeting**

Director Holloman made a motion to approve the minutes of the January 16, 2024, meeting. The motion was seconded by Director Penrose and passed with a majority vote. Ms. Call abstained as she was not present.

**Election of Chairman
and Vice Chairman**

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

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

Director Black made a motion to affirm the appointment of Lysandra Shaw as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

Other Business

Ms. Shaw reported the commercial retail space for the first phases of CNI on Jefferson Ave. has experienced delays due to permitting issues. However, the space should be ready for leasing next month.

**Minutes of a Meeting of the
Carrier Point Commercial Partners Development Corporation
January 21, 2025**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:09 a.m.

President

**Choice Neighborhood Commercial Partners Development Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, August 19, 2025
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
August 19, 2025**

Having duly given public notice, the Board of Directors of the Choice Neighborhood Commercial Partners Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:16 a.m. on Tuesday, August 19, 2025.

Roll Call

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

Directors Present: Lisa Wallace-Davis
 Thaddeus Holloman
 William Black
 Barbara Holley
 Andrea Diggs

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

 Lysandra M. Shaw
 Executive Director

 Tera Lockley
 Director of Housing

 Felicia Simmons, Director
 Administrative Services

 Lisa Dessoffy, Director
 Finance

 David Staley, Director
 Community Development

 Kayonia M. Betts
 Executive Assistant

 Justin Orié
 NNRHA IT Department

 Tricia Wilson
 City of Newport News, Department of Development

**Approve Minutes of
January 21, 2025
Meeting**

Director Black made a motion to approve the minutes of the January 21, 2025, meeting. The motion was seconded by Director Holloman and passed with a majority vote. Ms. Diggs abstained as she was not present.

New Business

**A Resolution of the
Board of Directors of
Choice Neighborhood
Commercial Partners
Development
Corporation as Manager
of Choice Neighborhood
Downtown Commercial
Partners, LLC**

The Board of Directors is being asked to consider authorizing the President of Choice Neighborhood Commercial Partners Development Corporation as Manager of Choice Neighborhood Downtown Commercial Partners, LLC to enter into a Master Lease Agreement with Choice Neighborhood V-Downtown Development, LLC.

Approval is recommended.

Director Black made a motion to approve the resolution. Director Diggs 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
Choice Neighborhood Commercial Partners Development Corporation
August 19, 2025**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:26 a.m.

President

**Choice Neighborhood I Development Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, January 21, 2025
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 I Development Corporation
January 21, 2025**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:14 a.m.

President

**Choice Neighborhood II Development Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, January 21, 2025
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Choice Neighborhood II Development Corporation
January 21, 2025**

Having duly given public notice, the Board of Directors of the Choice Neighborhood II Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:15 a.m. on Tuesday, January 21, 2025.

Roll Call

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

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

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

Lysandra M. Shaw
Executive Director

Tera Lockley
Director of Housing

Valarie Ellis, Director
Administrative Services

Lisa Dessoffy, Director
Finance

David Staley, Director
Community Development

Kayonia M. Betts
Executive Assistant

Justin Orié
NNRHA IT Department

Tricia Wilson
City of Newport News, Department of Development

**Approve Minutes of
January 16, 2024
Meeting**

Director Knight made a motion to approve the minutes of the January 16, 2024, meeting. The motion was seconded by Director Penrose and passed with a majority vote. Ms. Call abstained as she was not present.

**Election of Chairman
and Vice Chairman**

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

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

Director Penrose made a motion to affirm the appointment of Lysandra Shaw as President, Secretary and Treasurer. The motion was seconded by Director Black and passed with a unanimous vote.

Other Business

Ms. Shaw reported that the property at 2800 Jefferson Avenue comprises a total of 38 units, out of these units, 4 are market rate, 21 are designated as replacement units, and 13 are classified as affordable market rate units

**Minutes of a Meeting of the
Choice Neighborhood II Development Corporation
January 21, 2025**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:16 a.m.

President

**Choice Neighborhood III-R Development Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, November 18, 2025
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
November 18, 2025**

Having duly given public notice, the Board of Directors of the Choice Neighborhood III-R Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:23 a.m. on Tuesday, November 18, 2025.

Roll Call

The meeting was called to order by Chairperson Davis and those present were as follows:

Directors Present: Lisa Wallace-Davis
 William Black
 George Knight
 Barbara Holley
 Andrea Diggs
 Alonzo Bell

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

 Lysandra M. Shaw
 Executive Director

 Ronald Jackson
 Deputy Executive Director

 Tera Lockley
 Director of Housing (Via ZOOM)

 Felicia Simmons
 Director, Administrative Services

 Lisa Dessoify
 Director, Finance

 Kayonia M. Betts
 Executive Assistant

 Justin Orie
 NNRHA IT Department

 Tricia Wilson
 City of Newport News, Via ZOOM

 Wayne Edwards
 General Public

 Cory McCoy
 General Public

**Approve Minutes of
January 21, 2025
Meeting**

Director Davis made a motion to approve the minutes of the January 21, 2025, meeting. The motion was seconded by Director Knight and passed with a majority vote. Ms. Diggs and Mr. Bell abstained as they both were not present.

New Business

**A Resolution of the
Board of Directors
Authorizing the
Borrowing and Lending
of Loans to Choice
Neighborhood III-R, LLC
VHTF Loan, HIEE Loan
and NHTF Loan**

Ms. Shaw reported on October 18, 2022, the NNRHA Board of Commissioners and CN III-R Board of Directors authorized the Executive Director to execute loan documents to facilitate the construction and development of the CNI onsite housing phase of Choice Neighborhood Implementation grant, which was constructed north of 16th street on the former Ridley Place site.

Further authorization is needed to allow the Executive Director to execute documents to convert the current construction loan to permanent financing.

The approval of the attached resolution authorizes the Executive Director to execute the loan documents and take such other actions in the furtherance of this resolution.

Approval is recommended.

**Minutes of a Meeting of the
Choice Neighborhood III-R Development Corporation
November 18, 2025**

Director Diggs 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.

Other Business

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:27 a.m.

President

**Choice Neighborhood IV-R Development Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, January 21, 2025
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
January 21, 2025**

Having duly given public notice, the Board of Directors of the Choice Neighborhood IV-R Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:19 a.m. on Tuesday, January 21, 2025.

Roll Call

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

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

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

Lysandra M. Shaw
Executive Director

Tera Lockley
Director of Housing

Valarie Ellis, Director
Administrative Services

Lisa Dessoffy, Director
Finance

David Staley, Director
Community Development

Kayonia M. Belts
Executive Assistant

Justin Orie
NNRHA IT Department

Tricia Wilson
City of Newport News, Department of Development

**Approve Minutes of
January 16, 2024
Meeting**

Director Penrose made a motion to approve the minutes of the January 16, 2024, meeting. The motion was seconded by Director Black and passed with a majority vote. Ms. Call abstained as she was not present.

**Election of Chairman
and Vice Chairman**

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

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

Director Penrose made a motion to affirm the appointment of Lysandra Shaw as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

Other Business

Ms. Shaw reported this is the project at the former Ridley site property located south of 16th Street. There is a total of 84 units which are all townhouses. Out of these units, 15 are market rate, 45 are designated as replacement units, and 24 are classified as affordable market rate units. Construction is anticipated to be completed in February 2025.

**Minutes of a Meeting of the
Choice Neighborhood IV-R Development Corporation
January 21, 2025**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:21 a.m.

President

**Choice Neighborhood V-Downtown Development Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, May 20, 2025
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 V-Downtown Development Corporation
May 20, 2025**

Having duly given public notice, the Board of Directors of the Choice Neighborhood V-Downtown Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:12 a.m. on Tuesday, May 20, 2025.

Roll Call

The meeting was called to order by Chairperson Davis and those present were as follows:

Directors Present: Lisa Wallace-Davis
 Thaddeus Holloman
 William Black
 George Knight
 Barbara Holley
 Alonzo R. Bell, Jr.

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

Lysandra M. Shaw
Executive Director

Tera Lockley
Director of Housing

Valarie Ellis, Director
Administrative Services

Lisa Dessoffy, Director
Finance

David Staley, Director
Community Development

Kayonia M. Betts
Executive Assistant

Justin Orié
NNRHA IT Department

Tricia Wilson
City of Newport News, Department of Development

Doug Sbertoli
WilliamsMullen

**Approve Minutes of
January 21, 2025
Meeting**

Director Holloman made a motion to approve the minutes of the January 21, 2025, meeting. The motion was seconded by Director Black and passed with a majority vote. Mr. Bell abstained as he was not present at the previous meeting.

**A Resolution of the
Board of Directors
Authorizing the
President to Sign Loan
Documents for the
Choice Neighborhood V-
Downtown**

Ms. Shaw reported that as President, she is requesting Board approval of a resolution authorizing the execution of loan documents for the final housing phase of the Choice Neighborhood Implementation Grant—Choice Neighborhood V – Downtown. The project is owned by Choice Neighborhood V – Downtown LLC, with its managing member being Choice Neighborhood V – Downtown Development Corporation, in which NNRHA is a shareholder. All documents will be reviewed by NNRHA counsel, Raymond Suttle, before signing. Board approval is recommended.

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.

**Minutes of a Meeting of the
Choice Neighborhood V-Downtown Development Corporation
May 20, 2025**

Adjournment

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

President

**Choice Neighborhood Downtown Commercial Partners Development
Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, January 21, 2025
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 Downtown Commercial Partners Development Corporation
January 21, 2025**

Having duly given public notice, the Board of Directors of the Choice Neighborhood Downtown Commercial Partners Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:24 a.m. on Tuesday, January 21, 2025.

Roll Call

The meeting was called to order by Chairperson Davis and those present were as follows:

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

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

 Lysandra M. Shaw
 Executive Director

 Tera Lockley
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoffy, Director
 Finance

 David Staley, Director
 Community Development

 Kayonia M. Betts
 Executive Assistant

 Justin Orié
 NNRHA IT Department

 Tricia Wilson
 City of Newport News, Department of Development

**Approve Minutes of
January 16, 2024
Meeting**

Director Penrose made a motion to approve the minutes of the January 16, 2024, meeting. The motion was seconded by Director Knight and passed with a majority vote. Ms. Call abstained as she was not present in the previous meeting.

**Election of Chairman
and Vice Chairman**

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

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

Director Penrose made a motion to affirm the appointment of Lysandra Shaw as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

Other Business

Ms. Shaw reported this LLC was the ownership entity for the commercial space at 2800 Washington Avenue.

**Minutes of a Meeting of the
Choice Neighborhood Downtown Commercial Partners Development Corporation
January 21, 2025**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:27 a.m.

President

**Cypress Terrace Development Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, January 21, 2025
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider a Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2025
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Cypress Terrace Development Corporation
January 21, 2025**

Having duly given public notice, the Board of Directors of the Cypress Terrace Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:29 a.m. on Tuesday, January 21, 2025.

Roll Call

The meeting was called to order by Chairperson Davis and those present were as follows:

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

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

 Lysandra M. Shaw
 Executive Director

 Tera Lockley
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoify, Director
 Finance

 David Staley, Director
 Community Development

 Kayonia M. Betts
 Executive Assistant

 Justin Orie
 NNRHA IT Department

**Approve Minutes of
January 16, 2024
Meeting**

Director Knight made a motion to approve the minutes of the January 16, 2024, meeting. The motion was seconded by Director Black and passed with a majority vote. Ms. Call abstained as she was not present.

**Election of Chairman
and Vice Chairman**

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

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

Director Penrose made a motion to affirm the appointment of Lysandra Shaw as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**A Resolution of the
Board of Directors
authorizing the Charge
Off of Tenants'
Accounts Receivable**

Ms. Shaw reported as of September 30, 2024, there are three accounts recommended for charge-off action with a total dollar value of \$5,630.40. This represents 2.3% of Cypress Terrace net rental revenue. We budget 2% for bad debt at Cypress Terrace. The average amount per vacated account is \$1,876.80. Last year NNRHA charged off \$38,128.23 which represented twelve accounts.

The adoption of the attached resolution authorizing the charge-off in the total amount of \$5,630.40 for the 12-month period ending September 30, 2024, is recommended.

Other Business

Director Knight made a motion to approve the resolution. Director Penrose 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
Cypress Terrace Development Corporation
January 21, 2025**

Ms. Shaw reported that the property had a balance of \$162,425.00 in replacement reserves, \$240,344.73 in operating reserves and a 90% occupancy rate.

Adjournment

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

President

5a

CYPRESS TERRACE DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 14, 2026
TO: Board of Directors,
Cypress Terrace Development Corporation
FROM: Lysandra M. Shaw, President *LMS*
SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2025

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

There are seven accounts recommended for charge-off action with a total dollar value of \$11,385.82. This represents 5.1% of Cypress Terrace Apartments net rental revenue. We budget 2% for bad debt at Cypress Terrace.

The average amount per vacated account is \$1,626.54. Last year, we charged off \$5,630.40 (three accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$11,385.82 for the twelve-month period ending September 30, 2025, is recommended.

LMS/LKD

Attachments

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

WHEREAS, there has been presented to the Board of Directors of the CYPRESS TERRACE DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2025 for Cypress Terrace Apartments; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the CYPRESS TERRACE DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$11,385.82 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=cypress

Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
cypress								
t2054351								
	C-698426	122119	Past	09/01/2024	09/2024	RENT	311100000	\$527.00 Tenant Rent (09/2024)
	C-701479	122119	Past	10/01/2024	10/2024	RENT	311100000	\$527.00 Tenant Rent (10/2024)
	C-704041	122119	Past	11/01/2024	11/2024	RENT	311100000	\$527.00 Tenant Rent (11/2024)
	C-705124	122119	Past	12/01/2024	12/2024	RENT	311100000	\$527.00 Tenant Rent (12/2024)
	C-707979	122119	Past	01/01/2025	01/2025	RENT	311100000	\$527.00 Tenant Rent (01/2025)
	C-709862	122119	Past	02/01/2025	02/2025	RENT	311100000	\$527.00 Tenant Rent (02/2025)
	C-711959	122119	Past	03/01/2025	03/2025	RENT	311100000	\$527.00 Tenant Rent (03/2025)
	C-713996	122119	Past	04/01/2025	04/2025	RENT	311100000	\$527.00 Tenant Rent (04/2025)
	C-687527	122119	Past	05/01/2024	05/2024	RENT	311100000	\$512.58 Tenant Rent (05/2024)
	C-689670	122119	Past	06/01/2024	06/2024	RENT	311100000	\$527.00 Tenant Rent (06/2024)
	C-691808	122119	Past	07/01/2024	07/2024	RENT	311100000	\$527.00 Tenant Rent (07/2024)
	C-693946	122119	Past	08/01/2024	08/2024	RENT	311100000	\$527.00 Tenant Rent (08/2024)
	C-697715	122119	Past	08/29/2024	08/2024	UTILITIE	312007000	\$12.65 Tenant's VA Gas bill paid by NNRHA.
Total For								\$6,322.23
t205410								
	C-654807	122163	Past	05/01/2023	05/2023	RENT	311100000	\$35.00 Tenant Rent (05/2023)
	C-699668	122163	Past	09/26/2024	09/2024	RENT	311100000	\$700.00 RENT Adj IR, 12/01/2023 to 06/30/2024
	C-699670	122163	Past	09/01/2024	09/2024	RENT	311100000	\$57.00 RENT 7/1/2024 to 7/31/2024
	C-699812	122163	Past	09/01/2024	09/2024	RENT	311100000	\$100.00 RENT 8/1/2024 to 8/31/2024
	C-699922	122163	Past	09/01/2024	09/2024	RENT	311100000	\$100.00 RENT 9/1/2024 to 9/30/2024
	C-700031	122163	Past	10/01/2024	10/2024	RENT	311100000	\$100.00 RENT 10/1/2024 to 10/31/2024
	C-704985	122163	Past	11/01/2024	11/2024	RENT	311100000	\$100.00 RENT 11/1/2024 to 11/30/2024
Total For								\$1,192.00
t2056500								
	C-717146	122121	Past	05/01/2025	05/2025	RENT	311100000	\$9.53 Tenant Rent (05/2025)
	C-720503	122121	Past	06/01/2025	06/2025	RENT	311100000	\$527.00 Tenant Rent (06/2025)
	C-723940	122121	Past	07/01/2025	07/2025	RENT	311100000	\$527.00 Tenant Rent (07/2025)
Total For								\$1,063.53
t2057063								
	C-670489	122154	Past	11/01/2023	11/2023	RENT	311100000	\$192.00 RENT 11/1/2023 to 11/30/2023
	C-672386	122154	Past	12/01/2023	12/2023	RENT	311100000	\$287.00 RENT 12/1/2023 to 12/31/2023
	C-690243	122154	Past	06/01/2024	06/2024	RENT	311100000	\$49.00 RENT 6/1/2024 to 6/30/2024
	C-699654	122154	Past	09/01/2024	09/2024	RENT	311100000	\$49.00 RENT 7/1/2024 to 7/31/2024
	C-699799	122154	Past	09/01/2024	09/2024	RENT	311100000	\$49.00 RENT 8/1/2024 to 8/31/2024
	C-699909	122154	Past	09/01/2024	09/2024	RENT	311100000	\$49.00 RENT 9/1/2024 to 9/30/2024
	C-700018	122154	Past	10/01/2024	10/2024	RENT	311100000	\$49.00 RENT 10/1/2024 to 10/31/2024
	C-704972	122154	Past	11/01/2024	11/2024	RENT	311100000	\$49.00 RENT 11/1/2024 to 11/30/2024
	C-730341	122154	Past	09/01/2025	09/2025	RENT	311100000	\$49.00 RENT 12/1/2024 to 12/31/2024
Total For								\$822.00
t2054320								
	C-688601	122117	Past	05/01/2024	05/2024	RENT	311100000	\$18.00 RENT 5/1/2024 to 5/31/2024
	C-690195	122117	Past	06/01/2024	06/2024	RENT	311100000	\$210.00 RENT 6/1/2024 to 6/30/2024
	C-699604	122117	Past	09/01/2024	09/2024	RENT	311100000	\$210.00 RENT 7/1/2024 to 7/31/2024
	C-699750	122117	Past	09/01/2024	09/2024	RENT	311100000	\$210.00 RENT 8/1/2024 to 8/31/2024
	C-699860	122117	Past	09/01/2024	09/2024	RENT	311100000	\$210.00 RENT 9/1/2024 to 9/30/2024
	C-699969	122117	Past	10/01/2024	10/2024	RENT	311100000	\$210.00 RENT 10/1/2024 to 10/31/2024
	C-704912	122117	Past	11/01/2024	11/2024	RENT	311100000	\$210.00 RENT 11/1/2024 to 11/30/2024

C-729757	122117	Past	09/01/2025	09/2025	RENT	311100000	\$210.00 RENT 12/1/2024 to 12/31/2024
Total For							\$1,488.00
t2054342							
C-650224	122122	Past	04/01/2023	04/2023	RENT	311100000	\$64.00 RENT 4/1/2023 to 4/30/2023
C-655924	122122	Past	05/04/2023	05/2023	RENT	311100000	\$164.00 RENT Adj AR, 02/01/2023 to 03/31/2023
C-730280	122122	Past	09/26/2025	09/2025	UTILIREC	311201000	\$44.00 Util Recovery AR, 10/01/2024 to 11/30/2024
C-650794	122122	Past	03/24/2023	03/2023	DAMAGE	312003000	\$94.06 WO#34636 commode
Total For							\$366.06
t2054348							
C-730361	122164	Past	09/01/2025	09/2025	RENT	311100000	\$132.00 RENT 12/1/2024 to 12/31/2024
Total For							\$132.00

Property Code	Charge Type	SubTotal
cypress	DAMAGE	94.06
	RENT	11,235.11
	UTILIREC	44.00
	UTILITIE	12.65
	cypress	11,385.82
	Grand Total	11,385.82

**Great Oaks Development Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, January 21, 2025
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider a Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2025
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Great Oaks Development Corporation
January 21, 2025**

Having duly given public notice, the Board of Directors of the Great Oaks Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:55 a.m. on Tuesday, February 20, 2024.

Roll Call

The meeting was called to order by Chairperson Davis and those present were as follows:

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

Also present: Raymond H. Suttle, Jr
 Kaufman & Canoles, P.C.

 Lysandra M. Shaw
 Executive Director

 Valarie Ellis, Director
 Administrative Services

 Tera Lockley, Director
 Housing

 Lisa Dessoffy, Director
 Finance

 David Staley, Director
 Community Development

 Kayonia M. Betts
 Executive Assistant

 Justin Orié
 NNRHA IT Department

**Approve Minutes of
February 20, 2024
Meeting**

Director Holloman made a motion to approve the minutes of the February 20, 2024, meeting. The motion was seconded by Director Penrose and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

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

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

Director Black made a motion to affirm the appointment of Lysandra Shaw as President, Secretary and Treasurer. The motion was seconded by Director Penrose and passed with a unanimous vote.

**A Resolution of the
Board of Directors
authorizing the Charge
Off of Tenants'
Accounts Receivable**

Ms. Shaw reported as of September 30, 2024, there are seven accounts recommended for charge-off action with a total dollar value of \$5,098.68. This represents .91% of Great Oaks Apartments' net rental revenue. We budget 2% for bad debt at Great Oaks Apartments.

Ms. Shaw further reported that last year a total of seven accounts were charged off in the amount of \$5,140.99, which represented seven accounts.

The adoption of the attached resolution authorizing the charge-off in the total amount of \$5,098.68 for the twelve-month period ending September 30, 2024 is recommended.

Director Knight made a motion to approve the resolution. Director Penrose 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
Great Oaks Development Corporation
January 21, 2025**

Other Business

Ms. Shaw reported that the property had a balance of \$600,799.80 in replacement reserves, \$351,741.67 in operating reserves and a 95% occupancy rate.

Adjournment

There being no other business to come before the Board, the Chairperson adjourned the meeting at 9:36 a.m.

President

5a

GREAT OAKS DEVELOPMENT CORPORATION
MEMORANDUM

DATE: January 13, 2026
TO: Board of Directors,
Great Oaks Development Corporation
FROM: Lysandra M. Shaw, President 
SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2025

The attached list 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 \$4,486.80. This represents .22% of Great Oaks Apartments net rental revenue. We budget 2% for bad debt at Great Oaks Apartments.

Last year, we charged off \$5,098.68 (seven accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$4,486.80 for the twelve-month period ending September 30, 2025, is recommended.

LMS/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, 2025 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 \$4,486.80 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=greatoak

Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
greatoak								
t0046204								
	C-704483	3131	Past	12/01/2024	12/2024	RENT	311100000	\$72.42 RENT 12/1/2024 to 12/31/2024
	C-706226	3131	Past	01/01/2025	01/2025	RENT	311100000	\$279.00 RENT 1/1/2025 to 1/31/2025
	C-708415	3131	Past	02/01/2025	02/2025	RENT	311100000	\$279.00 RENT 2/1/2025 to 2/28/2025
	C-710332	3131	Past	02/04/2025	02/2025	RENT	311100000	\$270.00 RENT Adj AR, 01/01/2025 to 01/30/2025
Total For								\$900.42
t2053986								
	C-720754	3032	Past	07/01/2025	07/2025	RENT	311100000	\$42.70 RENT 7/1/2025 to 7/31/2025
	C-724191	3032	Past	08/01/2025	08/2025	RENT	311100000	\$465.00 RENT 8/1/2025 to 8/31/2025
Total For								\$507.70
t2053998								
	C-701996	3111	Past	11/01/2024	11/2024	RENT	311100000	\$248.65 RENT 11/1/2024 to 11/30/2024
Total For								\$248.65
t2054000								
	C-702022	3125	Past	11/01/2024	11/2024	RENT	311100000	\$156.00 RENT 11/1/2024 to 11/30/2024
Total For								\$156.00
t2054015								
	C-704283	3031	Past	12/01/2024	12/2024	RENT	311100000	\$49.00 RENT 12/1/2024 to 12/31/2024
	C-706044	3031	Past	01/01/2025	01/2025	RENT	311100000	\$280.00 RENT 1/1/2025 to 1/31/2025
	C-710142	3031	Past	02/04/2025	02/2025	RENT	311100000	\$144.00 RENT Adj AR, 01/01/2025 to 01/16/2025
	C-708229	3031	Past	02/01/2025	02/2025	RENT	311100000	\$280.00 RENT 2/1/2025 to 2/28/2025
Total For								\$753.00
t2054052								
	C-702012	3119	Past	11/01/2024	11/2024	RENT	311100000	\$164.00 RENT 11/1/2024 to 11/30/2024
Total For								\$164.00
t2054070								
	C-720956	3132	Past	07/01/2025	07/2025	RENT	311100000	\$11.00 RENT 7/1/2025 to 7/31/2025
Total For								\$11.00
t2054080								
	C-694379	3021	Past	09/01/2024	09/2024	RENT	311100000	\$60.00 RENT 9/1/2024 to 9/30/2024
	C-698708	3021	Past	10/01/2024	10/2024	RENT	311100000	\$284.00 RENT 10/1/2024 to 10/31/2024
	C-701826	3021	Past	11/01/2024	11/2024	RENT	311100000	\$284.00 RENT 11/1/2024 to 11/30/2024
Total For								\$628.00
t2054086								
	C-724181	3026	Past	08/01/2025	08/2025	RENT	311100000	\$462.00 RENT 8/1/2025 to 8/31/2025
	C-720744	3026	Past	07/01/2025	07/2025	RENT	311100000	\$35.03 RENT 7/1/2025 to 7/31/2025
Total For								\$497.03
t2054089								
	C-714641	3059	Past	05/01/2025	05/2025	RENT	311100000	\$243.00 RENT 5/1/2025 to 5/31/2025
	C-717476	3059	Past	05/01/2025	05/2025	RENT	311100000	\$257.00 RENT Adj AR, 04/01/2025 to 04/17/2025
	C-717478	3059	Past	05/01/2025	05/2025	RENT	311100000	\$121.00 RENT Adj GR, 04/18/2025 to 04/25/2025
Total For								\$621.00
Summary								
Property Code	Charge Type						SubTotal	
greatoak	RENT						4,486.80	
	greatoak						4,486.80	
	Grand Total						4,486.80	

**Lassiter Courts Development Corporation
Board of Directors Meeting
January 21, 2025**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, January 21, 2025
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider a Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2025
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Lassiter Courts Development Corporation
January 21, 2025**

Having duly given public notice, the Board of Directors of the Lassiter Courts Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:36 a.m. on Tuesday, January 21, 2025.

Roll Call

The meeting was called to order by Chairperson Davis and those present were as follows:

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

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

 Lysandra M. Shaw
 Executive Director

 Tera Lockley
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoify, Director
 Finance

 David Staley, Director
 Community Development

 Kayonia M. Betts
 Executive Assistant

 Justin Orié
 NNRHA IT Department

**Approve Minutes of
January 16, 2024
Meeting**

Director Black made a motion to approve the minutes of the January 16, 2024, meeting. The motion was seconded by Director Knight and passed with a majority vote. Ms. Call abstained as she was not present.

**Election of Chairman
and Vice Chairman**

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

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

Director Black made a motion to affirm the appointment of Lysandra Shaw as President, Secretary and Treasurer. The motion was seconded by Director Penrose and passed with a unanimous vote.

**A Resolution of the
Board of Directors
authorizing the Charge
Off of Tenants'
Accounts Receivable**

Ms. Shaw reported as of September 30, 2024, there are fourteen accounts recommended for charge-off action with a total dollar value of \$20,955.34. This represents 5.9% of Lassiter Courts Apartments' net rental revenue. We budget 2% for bad debt at Lassiter Courts.

Other Business

Director Knight made a motion to approve the resolution. Director Black 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
Lassiter Courts Development Corporation
January 21, 2025**

Adjournment

There being no other business to come before the Board, the Chairperson adjourned the meeting at 9:41 a.m.

President

5a

LASSITER COURTS DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 15, 2026

TO: Board of Directors,
Lassiter Courts Development Corporation

FROM: Lysandra M. Shaw, President *LMS*

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2025

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

There are twenty-seven accounts recommended for charge-off action with a total dollar value of \$63,339.75. This represents 32.7% of Lassiter Courts Apartments net rental revenue. We budget 2% for bad debt at Lassiter Courts.

The average amount per vacated account is \$2,345.91. Last year, we charged off \$20,955.34 (fourteen accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$63,339.75 for the twelve-month period ending September 30, 2025, is recommended.

LMS/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, 2025 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 \$63,339.75 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=lassiter

Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
lassiter								
t2054433								
	C-705229	172496	Past	12/01/2024	12/2024	RENT	311100000	\$792.49 Tenant Rent (12/2024)
	C-708085	172496	Past	01/01/2025	01/2025	RENT	311100000	\$1,091.00 Tenant Rent (01/2025)
	C-709967	172496	Past	02/01/2025	02/2025	RENT	311100000	\$1,091.00 Tenant Rent (02/2025)
	C-712064	172496	Past	03/01/2025	03/2025	RENT	311100000	\$1,091.00 Tenant Rent (03/2025)
Total For								\$4,065.49
t2054421								
	C-718009	172502	Past	05/07/2025	05/2025	RENT	311100000	\$582.50 RENT Adj AR, 09/01/2023 to 05/31/2024
	C-720598	172502	Past	06/01/2025	06/2025	RENT	311100000	\$778.00 Tenant Rent (06/2025)
	C-697552	172502	Past	08/19/2024	08/2024	UTILIREC	311201000	\$182.00 Util Recovery AR, 12/01/2019 to 08/31/2020
	C-712816	172502	Past	03/14/2025	03/2025	DAMAGE	312003000	\$45.00 WO#52197 light fixture
	C-713154	172502	Past	03/21/2025	03/2025	DAMAGE	312003000	\$25.83 WO#52198 tub stopper
Total For								\$1,613.33
t2055118								
	C-698520	172474	Past	09/01/2024	09/2024	RENT	311100000	\$263.17 Tenant Rent (09/2024)
	C-701570	172474	Past	10/01/2024	10/2024	RENT	311100000	\$951.00 Tenant Rent (10/2024)
Total For								\$1,214.17
t2055122								
	C-721043	172471	Past	06/01/2025	06/2025	RENT	311100000	\$2,946.31 Transaction numbers 721041 and 721042 were both posting errors and need to be removed
	C-724024	172471	Past	07/01/2025	07/2025	RENT	311100000	\$902.00 Tenant Rent (07/2025)
	C-726233	172471	Past	08/01/2025	08/2025	RENT	311100000	\$902.00 Tenant Rent (08/2025)
	C-728333	172471	Past	09/01/2025	09/2025	RENT	311100000	\$902.00 Tenant Rent (09/2025)
	C-695184	172471	Past	08/05/2024	08/2024	UTILIREC	311201000	\$78.00 Util Recovery IR, 05/01/2022 to 06/30/2022
	C-725205	172471	Past	07/06/2025	07/2025	LATE	312004000	\$90.20 Late Fee 07/2025
	C-722556	172471	Past	06/06/2025	06/2025	LATE	312004000	\$90.20 Late fee (06/2025)
	C-728913	172471	Past	09/06/2025	09/2025	LATE	312004000	\$90.20 Late Fee 09/2025
	C-726737	172471	Past	08/06/2025	08/2025	LATE	312004000	\$90.20 Late 08/2025
Total For								\$6,091.11
t2055250								
	C-717973	172486	Past	05/01/2025	05/2025	RENT	311100000	\$281.70 RENT 9/1/2024 to 9/30/2024
	C-718105	172486	Past	05/01/2025	05/2025	RENT	311100000	\$357.00 RENT 10/1/2024 to 10/31/2024
	C-718398	172486	Past	05/01/2025	05/2025	RENT	311100000	\$357.00 RENT 11/1/2024 to 11/30/2024
	C-718514	172486	Past	05/01/2025	05/2025	RENT	311100000	\$357.00 RENT 12/1/2024 to 12/31/2024
	C-718721	172486	Past	05/09/2025	05/2025	RENT	311100000	\$60.00 RENT Adj AR, 11/01/2024 to 11/05/2024
Total For								\$1,412.70
t2055252								
	C-718493	172470	Past	05/01/2025	05/2025	RENT	311100000	\$156.07 RENT 12/1/2024 to 12/31/2024
	C-718696	172470	Past	05/01/2025	05/2025	RENT	311100000	\$163.00 RENT 1/1/2025 to 1/31/2025
	C-718815	172470	Past	05/01/2025	05/2025	RENT	311100000	\$163.00 RENT 2/1/2025 to 2/28/2025
	C-718954	172470	Past	05/01/2025	05/2025	RENT	311100000	\$163.00 RENT 3/1/2025 to 3/31/2025
	C-719061	172470	Past	05/01/2025	05/2025	RENT	311100000	\$163.00 RENT 4/1/2025 to 4/30/2025
	C-719395	172470	Past	05/01/2025	05/2025	RENT	311100000	\$163.00 RENT 5/1/2025 to 5/31/2025
	C-721263	172470	Past	06/01/2025	06/2025	RENT	311100000	\$163.00 RENT 6/1/2025 to 6/30/2025
	C-722007	172470	Past	06/11/2025	06/2025	RENT	311100000	\$26.00 RENT Adj AR, 05/01/2025 to 05/05/2025
Total For								\$1,160.07
t2055690								
	C-712954	172459	Past	03/01/2025	03/2025	RENT	311100000	\$326.20 Rent 3/1/2025 to 3/31/2025
	C-714099	172459	Past	04/01/2025	04/2025	RENT	311100000	\$811.00 Tenant Rent (04/2025)
	C-717247	172459	Past	05/01/2025	05/2025	RENT	311100000	\$780.00 Tenant Rent (05/2025)
	C-720586	172459	Past	06/01/2025	06/2025	RENT	311100000	\$780.00 Tenant Rent (06/2025)

C-721027	172459	Past	03/01/2025	06/2025	RENT	311100000	\$780.00 RENT 3/1/2025 to 3/31/2025
C-721029	172459	Past	04/01/2025	06/2025	RENT	311100000	\$780.00 RENT 04/2024
C-726230	172459	Past	08/01/2025	08/2025	RENT	311100000	\$780.00 Tenant Rent (08/2025)
C-728330	172459	Past	09/01/2025	09/2025	RENT	311100000	\$780.00 Tenant Rent (09/2025)
C-724021	172459	Past	07/01/2025	07/2025	RENT	311100000	\$780.00 Tenant Rent (07/2025)
C-695087	172459	Past	08/05/2024	08/2024	UTILIREC	311201000	\$462.00 Util Recovery IR, 04/01/2022 to 02/28/2023
C-683523	172459	Past	03/06/2024	03/2024	LATE	312004000	\$65.60 LATE FEE 3/2024
C-686637	172459	Past	04/06/2024	04/2024	LATE	312004000	\$76.90 LATE FEE 4/2024
C-688230	172459	Past	05/06/2024	05/2024	LATE	312004000	\$76.90 Late charge 05/2024
C-690656	172459	Past	06/06/2024	06/2024	LATE	312004000	\$76.90 Late Fee 04/2024
C-692787	172459	Past	07/06/2024	07/2024	LATE	312004000	\$76.90 LATE FEE 7/2024
C-725312	172459	Past	07/06/2025	07/2025	LATE	312004000	\$78.00 Late Fee 07/2025
C-722605	172459	Past	06/06/2025	06/2025	LATE	312004000	\$78.00 Late Fee 06/2025

Total For **\$7,588.40**

†2055743

C-691904	172491	Past	07/01/2024	07/2024	RENT	311100000	\$411.29 Tenant Rent (07/2024)
C-694043	172491	Past	08/01/2024	08/2024	RENT	311100000	\$677.00 Tenant Rent (08/2024)
C-698525	172491	Past	09/01/2024	09/2024	RENT	311100000	\$677.00 Tenant Rent (09/2024)
C-701576	172491	Past	10/01/2024	10/2024	RENT	311100000	\$677.00 Tenant Rent (10/2024)
C-703282	172491	Past	08/01/2024	10/2024	UTILIREC	311201000	\$0.30 Util Reimbursement Adj. IC 10/01/2023 to 04/30/2024
C-692825	172491	Past	07/06/2024	07/2024	LATE	312004000	\$67.70 LATE FEE 7/2024
C-688239	172491	Past	05/06/2024	05/2024	LATE	312004000	\$67.70 Late charge 05/2024
C-690664	172491	Past	06/06/2024	06/2024	LATE	312004000	\$67.70 Late Fee 06/2024

Total For **\$2,645.69**

†2056430

C-709958	172473	Past	02/01/2025	02/2025	RENT	311100000	\$724.20 Tenant Rent (02/2025)
C-712055	172473	Past	03/01/2025	03/2025	RENT	311100000	\$1,271.00 Tenant Rent (03/2025)
C-714108	172473	Past	04/01/2025	04/2025	RENT	311100000	\$1,271.00 Tenant Rent (04/2025)
C-717257	172473	Past	05/01/2025	05/2025	RENT	311100000	\$1,271.00 Tenant Rent (05/2025)
C-718380	172473	Past	05/01/2025	05/2025	RENT	311100000	\$693.00 RENT 11/1/2024 to 11/30/2024
C-718496	172473	Past	05/01/2025	05/2025	RENT	311100000	\$693.00 RENT 12/1/2024 to 12/31/2024
C-718699	172473	Past	05/01/2025	05/2025	RENT	311100000	\$693.00 RENT 1/1/2025 to 1/31/2025
C-720590	172473	Past	06/01/2025	06/2025	RENT	311100000	\$1,271.00 Tenant Rent (06/2025)
C-724026	172473	Past	07/01/2025	07/2025	RENT	311100000	\$1,271.00 Tenant Rent (07/2025)
C-726235	172473	Past	08/01/2025	08/2025	RENT	311100000	\$1,271.00 Tenant Rent (08/2025)
C-695204	172473	Past	08/05/2024	08/2024	UTILIREC	311201000	\$177.00 Util Recovery IR, 07/01/2022 to 07/31/2022
C-695206	172473	Past	08/05/2024	08/2024	UTILIREC	311201000	\$118.00 Util Recovery IR, 08/01/2022 to 09/30/2022
C-703316	172473	Past	08/01/2024	10/2024	UTILIREC	311201000	\$260.00 Util. Reimbursement Adj AR 10/01/2022 to 11/30/2022 (Payable)
C-703328	172473	Past	08/01/2024	10/2024	UTILIREC	311201000	\$118.00 Util Recovery IR 07/01/2022 to 07/31/2022 (Payable)
C-703329	172473	Past	08/01/2024	10/2024	UTILIREC	311201000	\$118.00 Util Reimbursement Adj. IR 07/01/2022 to 07/31/2022
C-725201	172473	Past	07/06/2025	07/2025	LATE	312004000	\$121.10 Late Fee 07/2025
C-725202	172473	Past	06/06/2025	07/2025	LATE	312004000	\$121.10 Late Fee 06/2025
C-692820	172473	Past	07/06/2024	07/2024	LATE	312004000	\$43.70 LATE FEE 7/2024

Total For **\$11,506.10**

†2056767

C-717221	172409	Past	05/01/2025	05/2025	RENT	311100000	\$1,124.00 Tenant Rent (05/2025)
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Total For **\$1,124.00**

†2056846

C-708079	172487	Past	01/01/2025	01/2025	RENT	311100000	\$9.75 Tenant Rent (01/2025)
C-709961	172487	Past	02/01/2025	02/2025	RENT	311100000	\$664.00 Tenant Rent (02/2025)
C-712058	172487	Past	03/01/2025	03/2025	RENT	311100000	\$664.00 Tenant Rent (03/2025)
C-714110	172487	Past	04/01/2025	04/2025	RENT	311100000	\$664.00 Tenant Rent (04/2025)
C-717263	172487	Past	05/01/2025	05/2025	RENT	311100000	\$664.00 Tenant Rent (05/2025)
C-721581	172487	Past	06/01/2025	06/2025	RENT	311100000	\$664.00 Tenant Rent 06/2025

C-728337	172487	Past	09/01/2025	09/2025	RENT	311100000	\$906.00 Tenant Rent (09/2025)
C-724030	172487	Past	07/01/2025	07/2025	RENT	311100000	\$906.00 Tenant Rent (07/2025)
C-724031	172487	Past	07/01/2025	07/2025	RENT	311100000	\$29.85 Tenant Rent (07/2025) 1 day
C-726239	172487	Past	08/01/2025	08/2025	RENT	311100000	\$906.00 Tenant Rent (08/2025)
C-717975	172487	Past	05/07/2025	05/2025	UTILIREC	311201000	\$11.00 Util Recovery IC, 07/01/2024 to 08/31/2024
C-695327	172487	Past	08/05/2024	08/2024	UTILIREC	311201000	\$3.00 Util Recovery MI, 06/30/2022 to 06/30/2022
C-695329	172487	Past	08/05/2024	08/2024	UTILIREC	311201000	\$832.00 Util Recovery IR, 07/01/2022 to 02/28/2023
C-695331	172487	Past	08/05/2024	08/2024	UTILIREC	311201000	\$78.00 Util Recovery IR, 03/01/2023 to 05/31/2023
C-695333	172487	Past	08/05/2024	08/2024	UTILIREC	311201000	\$31.00 Util Recovery IC, 08/01/2023 to 05/31/2024
C-658823	172487	Past	06/06/2023	06/2023	LATE	312004000	\$83.70 LATE FEE 6/2023
C-662211	172487	Past	07/06/2023	07/2023	LATE	312004000	\$86.20 LATE FEE 7/2023
C-722603	172487	Past	06/06/2025	06/2025	LATE	312004000	\$66.40 Late Fee 06/2025
C-726741	172487	Past	08/07/2025	08/2025	LATE	312004000	\$90.60 Late 08/2025
C-725195	172487	Past	07/06/2025	07/2025	LATE	312004000	\$90.60 Late Fee 07/2025
Total For							\$7,450.10
t2055820							
C-724957	172417	Past	08/01/2025	08/2025	RENT	311100000	\$48.00 RENT 8/1/2025 to 8/31/2025
Total For							\$48.00
t2056864							
C-718342	172447	Past	05/01/2025	05/2025	RENT	311100000	\$95.82 RENT 11/1/2024 to 11/30/2024
C-718457	172447	Past	05/01/2025	05/2025	RENT	311100000	\$388.00 RENT 12/1/2024 to 12/31/2024
C-718662	172447	Past	05/01/2025	05/2025	RENT	311100000	\$388.00 RENT 1/1/2025 to 1/31/2025
C-718788	172447	Past	05/01/2025	05/2025	RENT	311100000	\$388.00 RENT 2/1/2025 to 2/28/2025
C-718927	172447	Past	05/01/2025	05/2025	RENT	311100000	\$388.00 RENT 3/1/2025 to 3/31/2025
C-719032	172447	Past	05/01/2025	05/2025	RENT	311100000	\$388.00 RENT 4/1/2025 to 4/30/2025
C-719365	172447	Past	05/01/2025	05/2025	RENT	311100000	\$388.00 RENT 5/1/2025 to 5/31/2025
C-721232	172447	Past	06/01/2025	06/2025	RENT	311100000	\$388.00 RENT 6/1/2025 to 6/30/2025
C-721976	172447	Past	07/01/2025	07/2025	RENT	311100000	\$388.00 RENT 7/1/2025 to 7/31/2025
C-725005	172447	Past	08/01/2025	08/2025	RENT	311100000	\$388.00 RENT 8/1/2025 to 8/31/2025
Total For							\$3,587.82
t2057219							
C-718791	172449	Past	05/01/2025	05/2025	RENT	311100000	\$74.09 RENT 2/1/2025 to 2/28/2025
C-718930	172449	Past	05/01/2025	05/2025	RENT	311100000	\$172.00 RENT 3/1/2025 to 3/31/2025
C-719035	172449	Past	05/01/2025	05/2025	RENT	311100000	\$172.00 RENT 4/1/2025 to 4/30/2025
C-719368	172449	Past	05/01/2025	05/2025	RENT	311100000	\$172.00 RENT 5/1/2025 to 5/31/2025
C-721236	172449	Past	06/01/2025	06/2025	RENT	311100000	\$172.00 RENT 6/1/2025 to 6/30/2025
C-721978	172449	Past	07/01/2025	07/2025	RENT	311100000	\$172.00 RENT 7/1/2025 to 7/31/2025
C-725009	172449	Past	07/10/2025	07/2025	RENT	311100000	\$6.00 RENT Adj AR, 06/01/2025 to 06/01/2025
Total For							\$940.09
t2057505							
C-718739	172408	Past	05/01/2025	05/2025	RENT	311100000	\$68.77 RENT 2/1/2025 to 2/28/2025
C-718873	172408	Past	05/01/2025	05/2025	RENT	311100000	\$71.00 RENT 3/1/2025 to 3/31/2025
C-718983	172408	Past	05/01/2025	05/2025	RENT	311100000	\$81.00 RENT 4/1/2025 to 4/30/2025
C-719307	172408	Past	05/01/2025	05/2025	RENT	311100000	\$81.00 RENT 5/1/2025 to 5/31/2025
C-721182	172408	Past	06/01/2025	06/2025	RENT	311100000	\$81.00 RENT 6/1/2025 to 6/30/2025
C-721924	172408	Past	07/01/2025	07/2025	RENT	311100000	\$81.00 RENT 7/1/2025 to 7/31/2025
C-724941	172408	Past	08/01/2025	08/2025	RENT	311100000	\$81.00 RENT 8/1/2025 to 8/31/2025
C-726974	172408	Past	09/01/2025	09/2025	RENT	311100000	\$81.00 RENT 9/1/2025 to 9/30/2025
C-726639	172408	Past	07/06/2025	08/2025	LATE	312004000	\$9.10 Late Fee 07/2025
C-721355	172408	Past	06/06/2025	06/2025	LATE	312004000	\$8.10 Late Fee 06/2025
Total For							\$642.97
t2057140							
C-728329	172455	Past	09/01/2025	09/2025	RENT	311100000	\$355.77 Tenant Rent (09/2025)
C-723073	172455	Past	06/06/2025	06/2025	LATE	312004000	\$71.60 Late Fee 06/2025
C-726645	172455	Past	07/06/2025	08/2025	LATE	312004000	\$71.60 Late Fee 07/2025

C-726732	172455	Past	08/06/2025	08/2025	LATE	312004000	\$71.60 Late 08/2025
C-729450	172455	Past	09/06/2025	09/2025	LATE	312004000	\$71.60 Late Fee 09/2025
Total For							\$642.17
t2057723							
C-715462	172425	Past	09/01/2025	04/2025	RENT	311100000	\$41.00 Rent 9/1/2024 to 9/30/2024
C-721950	172425	Past	07/01/2025	07/2025	RENT	311100000	\$10.60 RENT 7/1/2025 to 7/31/2025
C-724973	172425	Past	08/01/2025	08/2025	RENT	311100000	\$36.00 RENT 8/1/2025 to 8/31/2025
C-726998	172425	Past	09/01/2025	09/2025	RENT	311100000	\$36.00 RENT 9/1/2025 to 9/30/2025
C-725480	172425	Past	07/31/2025	07/2025	DAMAGE	312003000	\$301.60 WO#55209 Labor
C-726727	172425	Past	08/06/2025	08/2025	LATE	312004000	\$3.60 Late 08/2025
C-725207	172425	Past	07/06/2025	07/2025	LATE	312004000	\$3.60 Late Fee 07/2025
Total For							\$432.40
t2059191							
C-713061	172433	Past	09/01/2024	03/2025	RENT	311100000	\$47.11 Rent 9/1/2024 to 9/30/2024
C-713062	172433	Past	10/01/2024	03/2025	RENT	311100000	\$131.00 Rent 10/1/2024 to 10/31/2024
C-713063	172433	Past	11/01/2024	03/2025	RENT	311100000	\$131.00 Rent 11/01/2024 to 11/30/2024
C-713064	172433	Past	12/01/2024	03/2025	RENT	311100000	\$131.00 Rent 12/01/2024 to 12/31/2024
C-713065	172433	Past	01/01/2025	03/2025	RENT	311100000	\$131.00 Rent 1/1/2025 to 1/31/2025
C-713066	172433	Past	02/01/2025	03/2025	RENT	311100000	\$131.00 Rent 2/1/2025 to 2/28/2025
C-713067	172433	Past	03/01/2025	03/2025	RENT	311100000	\$42.30 Rent 3/1/2025 to 3/10/2025
C-715898	172433	Past	04/01/2025	04/2025	RENT	311100000	\$131.00 RENT 8/1/2024 to 8/31/2024
C-717907	172433	Past	05/01/2025	05/2025	RENT	311100000	\$131.00 RENT 9/1/2024 to 9/30/2024
C-718042	172433	Past	05/01/2025	05/2025	RENT	311100000	\$131.00 RENT 10/1/2024 to 10/31/2024
C-718333	172433	Past	05/01/2025	05/2025	RENT	311100000	\$131.00 RENT 11/1/2024 to 11/30/2024
C-718448	172433	Past	05/01/2025	05/2025	RENT	311100000	\$131.00 RENT 12/1/2024 to 12/31/2024
C-718647	172433	Past	05/01/2025	05/2025	RENT	311100000	\$131.00 RENT 1/1/2025 to 1/31/2025
C-718771	172433	Past	05/01/2025	05/2025	RENT	311100000	\$131.00 RENT 2/1/2025 to 2/28/2025
C-718907	172433	Past	05/01/2025	05/2025	RENT	311100000	\$131.00 RENT 3/1/2025 to 3/31/2025
C-719013	172433	Past	05/01/2025	05/2025	RENT	311100000	\$131.00 RENT 4/1/2025 to 4/30/2025
Total For							\$1,923.41
t2059220							
C-715878	172423	Past	04/10/2025	04/2025	RENT	311100000	\$594.00 RENT Adj IR, 07/01/2024 to 07/31/2024
C-715880	172423	Past	04/01/2025	04/2025	RENT	311100000	\$72.34 RENT 8/1/2024 to 8/31/2024
C-717229	172423	Past	05/01/2025	05/2025	RENT	311100000	\$61.00 Tenant Rent (05/2025)
C-717899	172423	Past	05/01/2025	05/2025	RENT	311100000	\$594.00 RENT 9/1/2024 to 9/30/2024
C-718034	172423	Past	05/01/2025	05/2025	RENT	311100000	\$594.00 RENT 10/1/2024 to 10/31/2024
C-718322	172423	Past	05/01/2025	05/2025	RENT	311100000	\$594.00 RENT 11/1/2024 to 11/30/2024
C-718438	172423	Past	05/01/2025	05/2025	RENT	311100000	\$594.00 RENT 12/1/2024 to 12/31/2024
C-718637	172423	Past	05/01/2025	05/2025	RENT	311100000	\$594.00 RENT 1/1/2025 to 1/31/2025
C-718757	172423	Past	05/01/2025	05/2025	RENT	311100000	\$594.00 RENT 2/1/2025 to 2/28/2025
C-718891	172423	Past	05/01/2025	05/2025	RENT	311100000	\$61.00 RENT 3/1/2025 to 3/31/2025
C-718999	172423	Past	05/01/2025	05/2025	RENT	311100000	\$61.00 RENT 4/1/2025 to 4/30/2025
C-719323	172423	Past	05/01/2025	05/2025	RENT	311100000	\$61.00 RENT 5/1/2025 to 5/31/2025
C-721200	172423	Past	06/01/2025	06/2025	RENT	311100000	\$61.00 RENT 6/1/2025 to 6/30/2025
C-721946	172423	Past	07/01/2025	07/2025	RENT	311100000	\$61.00 RENT 7/1/2025 to 7/31/2025
C-724969	172423	Past	07/10/2025	07/2025	RENT	311100000	\$10.00 RENT Adj AR, 06/01/2025 to 06/05/2025
C-715876	172423	Past	04/10/2025	04/2025	UTILIREC	311201000	\$77.00 Util Recovery IR, 07/01/2024 to 07/31/2024
Total For							\$4,683.34
t2057725							
C-718834	172485	Past	05/09/2025	05/2025	RENT	311100000	\$39.70 RENT Adj MI, 12/01/2024 to 12/23/2024
Total For							\$39.70
t2057742							
C-727016	172435	Past	08/13/2025	08/2025	RENT	311100000	\$727.44 RENT Adj IR, 05/01/2025 to 08/31/2025
C-727018	172435	Past	09/01/2025	09/2025	RENT	311100000	\$361.00 RENT 9/1/2025 to 9/30/2025
C-729464	172435	Past	09/06/2025	09/2025	LATE	312004000	\$36.10 Late Fee 09/2025

Total For								\$1,124.54
t2059210								
C-715872	172421	Past	04/01/2025	04/2025	RENT	311100000	\$4.00 RENT 8/1/2024 to 8/31/2024	
C-694713	172421	Past	08/05/2024	08/2024	UTILIREC	311201000	\$108.00 Util Recovery MI, 02/27/2024 to 05/31/2024 :Write Off by Charge Ctr# 700040	
Total For								\$112.00
t2059246								
C-715745	172456	Past	04/08/2025	04/2025	RENT	311100000	\$252.30 RENT Adj MI, 05/10/2024 to 06/30/2024	
C-719378	172456	Past	05/01/2025	05/2025	RENT	311100000	\$170.00 RENT 5/1/2025 to 5/31/2025	
C-721245	172456	Past	06/01/2025	06/2025	RENT	311100000	\$14.00 RENT 6/1/2025 to 6/30/2025	
C-721987	172456	Past	07/01/2025	07/2025	RENT	311100000	\$170.00 RENT 7/1/2025 to 7/31/2025	
C-725018	172456	Past	08/01/2025	08/2025	RENT	311100000	\$170.00 RENT 8/1/2025 to 8/31/2025	
C-727050	172456	Past	09/01/2025	09/2025	RENT	311100000	\$170.00 RENT 9/1/2025 to 9/30/2025	
C-729455	172456	Past	09/06/2025	09/2025	LATE	312004000	\$17.00 Late Fee 09/2025	
C-726646	172456	Past	07/06/2025	08/2025	LATE	312004000	\$17.00 Late Fee 07/2025	
C-726733	172456	Past	08/06/2025	08/2025	LATE	312004000	\$17.00 Late 08/2025	
C-723075	172456	Past	06/06/2025	06/2025	LATE	312004000	\$2.73 Late Fee 06/2025	
C-690654	172456	Past	06/06/2024	06/2024	LATE	312004000	\$3.00 Late Fee 06/2024	
Total For								\$1,003.03
t2059305								
C-718997	172421	Past	05/01/2025	05/2025	RENT	311100000	\$59.00 RENT 4/1/2025 to 4/30/2025	
C-719321	172421	Past	05/01/2025	05/2025	RENT	311100000	\$183.00 RENT 5/1/2025 to 5/31/2025	
C-721198	172421	Past	06/01/2025	06/2025	RENT	311100000	\$183.00 RENT 6/1/2025 to 6/30/2025	
C-721944	172421	Past	07/01/2025	07/2025	RENT	311100000	\$183.00 RENT 7/1/2025 to 7/31/2025	
C-724965	172421	Past	08/01/2025	08/2025	RENT	311100000	\$215.00 RENT 8/1/2025 to 8/31/2025	
C-726994	172421	Past	09/01/2025	09/2025	RENT	311100000	\$215.00 RENT 9/1/2025 to 9/30/2025	
C-721577	172421	Past	06/06/2025	06/2025	LATE	312004000	\$18.30 Late 06/2025	
Total For								\$1,056.30
t2055400								
C-695296	172484	Past	08/05/2024	08/2024	UTILIREC	311201000	\$7.16 Util Recovery AR, 12/01/2021 to 11/30/2022	
C-695298	172484	Past	08/05/2024	08/2024	UTILIREC	311201000	\$840.00 Util Recovery AR, 12/01/2022 to 11/30/2023	
C-721279	172484	Past	06/06/2025	06/2025	UTILIREC	311201000	\$37.00 Util Recovery AR, 04/01/2025 to 05/31/2025	
Total For								\$884.16
t2057469								
C-726725	172416	Past	08/06/2025	08/2025	LATE	312004000	\$29.95 Late 08/2025	
Total For								\$29.95
t2055819								
C-686651	172414	Past	04/11/2024	04/2024	MISCTENA	312009000	\$4.08 Missing smoke alarms	
C-699256	172414	Past	08/29/2024	09/2024	MISCTENA	312009000	\$79.63 Overtime lockout charge	
C-699380	172414	Past	09/23/2024	09/2024	MISCTENA	312009000	\$235.00 Maintenance charge for damages (damaged door jam)	
Total For								\$318.71

Property Code	Charge Type	SubTotal
lassiter	DAMAGE	372.43
	LATE	2,248.38
	MISCTENA	318.71
	RENT	56,862.77
	UTILIREC	3,537.46
	lassiter	63,339.75
	Grand Total	63,339.75

Tenant Unpaid Charges

Property=Iassiter

Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
Iassiter								
t2054433								
	C-705229	172496	Past	12/01/2024	12/2024	RENT	311100000	\$792.49 Tenant Rent (12/2024)
	C-708085	172496	Past	01/01/2025	01/2025	RENT	311100000	\$1,091.00 Tenant Rent (01/2025)
	C-709967	172496	Past	02/01/2025	02/2025	RENT	311100000	\$1,091.00 Tenant Rent (02/2025)
	C-712064	172496	Past	03/01/2025	03/2025	RENT	311100000	\$1,091.00 Tenant Rent (03/2025)
Total For								\$4,065.49
t2054421								
	C-718009	172502	Past	05/07/2025	05/2025	RENT	311100000	\$582.50 RENT Adj AR, 09/01/2023 to 05/31/2024
	C-720598	172502	Past	06/01/2025	06/2025	RENT	311100000	\$778.00 Tenant Rent (06/2025)
	C-697552	172502	Past	08/19/2024	08/2024	UTILIREC	311201000	\$182.00 Util Recovery AR, 12/01/2019 to 08/31/2020
	C-712816	172502	Past	03/14/2025	03/2025	DAMAGE	312003000	\$45.00 WO#52197 light fixture
	C-713154	172502	Past	03/21/2025	03/2025	DAMAGE	312003000	\$25.83 WO#52198 tub stopper
Total For								\$1,613.33
t2055118								
	C-698520	172474	Past	09/01/2024	09/2024	RENT	311100000	\$263.17 Tenant Rent (09/2024)
	C-701570	172474	Past	10/01/2024	10/2024	RENT	311100000	\$951.00 Tenant Rent (10/2024)
Total For								\$1,214.17
t2055122								
	C-721043	172471	Past	06/01/2025	06/2025	RENT	311100000	\$2,946.31 Transaction numbers 721041 and 721042 were both posting errors and need to be removed
	C-724024	172471	Past	07/01/2025	07/2025	RENT	311100000	\$902.00 Tenant Rent (07/2025)
	C-726233	172471	Past	08/01/2025	08/2025	RENT	311100000	\$902.00 Tenant Rent (08/2025)
	C-728333	172471	Past	09/01/2025	09/2025	RENT	311100000	\$902.00 Tenant Rent (09/2025)
	C-695184	172471	Past	08/05/2024	08/2024	UTILIREC	311201000	\$78.00 Util Recovery IR, 05/01/2022 to 06/30/2022
	C-725205	172471	Past	07/06/2025	07/2025	LATE	312004000	\$90.20 Late Fee 07/2025
	C-722556	172471	Past	06/06/2025	06/2025	LATE	312004000	\$90.20 Late fee (06/2025)
	C-728913	172471	Past	09/06/2025	09/2025	LATE	312004000	\$90.20 Late Fee 09/2025
	C-726737	172471	Past	08/06/2025	08/2025	LATE	312004000	\$90.20 Late 08/2025
Total For								\$6,091.11
t2055250								
	C-717973	172486	Past	05/01/2025	05/2025	RENT	311100000	\$281.70 RENT 9/1/2024 to 9/30/2024
	C-718105	172486	Past	05/01/2025	05/2025	RENT	311100000	\$357.00 RENT 10/1/2024 to 10/31/2024
	C-718398	172486	Past	05/01/2025	05/2025	RENT	311100000	\$357.00 RENT 11/1/2024 to 11/30/2024
	C-718514	172486	Past	05/01/2025	05/2025	RENT	311100000	\$357.00 RENT 12/1/2024 to 12/31/2024
	C-718721	172486	Past	05/09/2025	05/2025	RENT	311100000	\$60.00 RENT Adj AR, 11/01/2024 to 11/05/2024
Total For								\$1,412.70
t2055252								
	C-718493	172470	Past	05/01/2025	05/2025	RENT	311100000	\$156.07 RENT 12/1/2024 to 12/31/2024
	C-718696	172470	Past	05/01/2025	05/2025	RENT	311100000	\$163.00 RENT 1/1/2025 to 1/31/2025
	C-718815	172470	Past	05/01/2025	05/2025	RENT	311100000	\$163.00 RENT 2/1/2025 to 2/28/2025
	C-718954	172470	Past	05/01/2025	05/2025	RENT	311100000	\$163.00 RENT 3/1/2025 to 3/31/2025
	C-719061	172470	Past	05/01/2025	05/2025	RENT	311100000	\$163.00 RENT 4/1/2025 to 4/30/2025
	C-719395	172470	Past	05/01/2025	05/2025	RENT	311100000	\$163.00 RENT 5/1/2025 to 5/31/2025
	C-721263	172470	Past	06/01/2025	06/2025	RENT	311100000	\$163.00 RENT 6/1/2025 to 6/30/2025
	C-722007	172470	Past	06/11/2025	06/2025	RENT	311100000	\$26.00 RENT Adj AR, 05/01/2025 to 05/05/2025
Total For								\$1,160.07
t2055690								
	C-712954	172459	Past	03/01/2025	03/2025	RENT	311100000	\$326.20 Rent 3/1/2025 to 3/31/2025
	C-714099	172459	Past	04/01/2025	04/2025	RENT	311100000	\$811.00 Tenant Rent (04/2025)
	C-717247	172459	Past	05/01/2025	05/2025	RENT	311100000	\$780.00 Tenant Rent (05/2025)
	C-720586	172459	Past	06/01/2025	06/2025	RENT	311100000	\$780.00 Tenant Rent (06/2025)

C-721027	172459	Past	03/01/2025	06/2025	RENT	311100000	\$780.00 RENT 3/1/2025 to 3/31/2025
C-721029	172459	Past	04/01/2025	06/2025	RENT	311100000	\$780.00 RENT 04/2024
C-726230	172459	Past	08/01/2025	08/2025	RENT	311100000	\$780.00 Tenant Rent (08/2025)
C-728330	172459	Past	09/01/2025	09/2025	RENT	311100000	\$780.00 Tenant Rent (09/2025)
C-724021	172459	Past	07/01/2025	07/2025	RENT	311100000	\$780.00 Tenant Rent (07/2025)
C-695087	172459	Past	08/05/2024	08/2024	UTILIREC	311201000	\$462.00 Util Recovery IR, 04/01/2022 to 02/28/2023
C-683523	172459	Past	03/06/2024	03/2024	LATE	312004000	\$65.60 LATE FEE 3/2024
C-686637	172459	Past	04/06/2024	04/2024	LATE	312004000	\$76.90 LATE FEE 4/2024
C-688230	172459	Past	05/06/2024	05/2024	LATE	312004000	\$76.90 Late charge 05/2024
C-690656	172459	Past	06/06/2024	06/2024	LATE	312004000	\$76.90 Late Fee 04/2024
C-692787	172459	Past	07/06/2024	07/2024	LATE	312004000	\$76.90 LATE FEE 7/2024
C-725312	172459	Past	07/06/2025	07/2025	LATE	312004000	\$78.00 Late Fee 07/2025
C-722605	172459	Past	06/06/2025	06/2025	LATE	312004000	\$78.00 Late Fee 06/2025

Total For **\$7,588.40**

2055743

C-691904	172491	Past	07/01/2024	07/2024	RENT	311100000	\$411.29 Tenant Rent (07/2024)
C-694043	172491	Past	08/01/2024	08/2024	RENT	311100000	\$677.00 Tenant Rent (08/2024)
C-698525	172491	Past	09/01/2024	09/2024	RENT	311100000	\$677.00 Tenant Rent (09/2024)
C-701576	172491	Past	10/01/2024	10/2024	RENT	311100000	\$677.00 Tenant Rent (10/2024)
C-703282	172491	Past	08/01/2024	10/2024	UTILIREC	311201000	\$0.30 Util Reimbursement Adj. IC 10/01/2023 to 04/30/2024
C-692825	172491	Past	07/06/2024	07/2024	LATE	312004000	\$67.70 LATE FEE 7/2024
C-688239	172491	Past	05/06/2024	05/2024	LATE	312004000	\$67.70 Late charge 05/2024
C-690664	172491	Past	06/06/2024	06/2024	LATE	312004000	\$67.70 Late Fee 06/2024

Total For **\$2,645.69**

2056430

C-709958	172473	Past	02/01/2025	02/2025	RENT	311100000	\$724.20 Tenant Rent (02/2025)
C-712055	172473	Past	03/01/2025	03/2025	RENT	311100000	\$1,271.00 Tenant Rent (03/2025)
C-714108	172473	Past	04/01/2025	04/2025	RENT	311100000	\$1,271.00 Tenant Rent (04/2025)
C-717257	172473	Past	05/01/2025	05/2025	RENT	311100000	\$1,271.00 Tenant Rent (05/2025)
C-718380	172473	Past	05/01/2025	05/2025	RENT	311100000	\$693.00 RENT 11/1/2024 to 11/30/2024
C-718496	172473	Past	05/01/2025	05/2025	RENT	311100000	\$693.00 RENT 12/1/2024 to 12/31/2024
C-718699	172473	Past	05/01/2025	05/2025	RENT	311100000	\$693.00 RENT 1/1/2025 to 1/31/2025
C-720590	172473	Past	06/01/2025	06/2025	RENT	311100000	\$1,271.00 Tenant Rent (06/2025)
C-724026	172473	Past	07/01/2025	07/2025	RENT	311100000	\$1,271.00 Tenant Rent (07/2025)
C-726235	172473	Past	08/01/2025	08/2025	RENT	311100000	\$1,271.00 Tenant Rent (08/2025)
C-695204	172473	Past	08/05/2024	08/2024	UTILIREC	311201000	\$177.00 Util Recovery IR, 07/01/2022 to 07/31/2022
C-695206	172473	Past	08/05/2024	08/2024	UTILIREC	311201000	\$118.00 Util Recovery IR, 08/01/2022 to 09/30/2022
C-703316	172473	Past	08/01/2024	10/2024	UTILIREC	311201000	\$260.00 Util. Reimbursement Adj AR 10/01/2022 to 11/30/2022 (Payable)
C-703328	172473	Past	08/01/2024	10/2024	UTILIREC	311201000	\$118.00 Util Recovery IR 07/01/2022 to 07/31/2022 (Payable)
C-703329	172473	Past	08/01/2024	10/2024	UTILIREC	311201000	\$118.00 Util Reimbursement Adj. IR 07/01/2022 to 07/31/2022 (Payable)
C-725201	172473	Past	07/06/2025	07/2025	LATE	312004000	\$121.10 Late Fee 07/2025
C-725202	172473	Past	06/06/2025	07/2025	LATE	312004000	\$121.10 Late Fee 06/2025
C-692820	172473	Past	07/06/2024	07/2024	LATE	312004000	\$43.70 LATE FEE 7/2024

Total For **\$11,506.10**

2056767

C-717221	172409	Past	05/01/2025	05/2025	RENT	311100000	\$1,124.00 Tenant Rent (05/2025)
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Total For **\$1,124.00**

2056846

C-708079	172487	Past	01/01/2025	01/2025	RENT	311100000	\$9.75 Tenant Rent (01/2025)
C-709961	172487	Past	02/01/2025	02/2025	RENT	311100000	\$664.00 Tenant Rent (02/2025)
C-712058	172487	Past	03/01/2025	03/2025	RENT	311100000	\$664.00 Tenant Rent (03/2025)
C-714110	172487	Past	04/01/2025	04/2025	RENT	311100000	\$664.00 Tenant Rent (04/2025)
C-717263	172487	Past	05/01/2025	05/2025	RENT	311100000	\$664.00 Tenant Rent (05/2025)
C-721581	172487	Past	06/01/2025	06/2025	RENT	311100000	\$664.00 Tenant Rent 06/2025

C-728337	172487	Past	09/01/2025	09/2025	RENT	311100000	\$906.00 Tenant Rent (09/2025)
C-724030	172487	Past	07/01/2025	07/2025	RENT	311100000	\$906.00 Tenant Rent (07/2025)
C-724031	172487	Past	07/01/2025	07/2025	RENT	311100000	\$29.85 Tenant Rent (07/2025) 1 day
C-726239	172487	Past	08/01/2025	08/2025	RENT	311100000	\$906.00 Tenant Rent (08/2025)
C-717975	172487	Past	05/07/2025	05/2025	UTILIREC	311201000	\$11.00 Util Recovery IC, 07/01/2024 to 08/31/2024
C-695327	172487	Past	08/05/2024	08/2024	UTILIREC	311201000	\$3.00 Util Recovery MI, 06/30/2022 to 06/30/2022
C-695329	172487	Past	08/05/2024	08/2024	UTILIREC	311201000	\$832.00 Util Recovery IR, 07/01/2022 to 02/28/2023
C-695331	172487	Past	08/05/2024	08/2024	UTILIREC	311201000	\$78.00 Util Recovery IR, 03/01/2023 to 05/31/2023
C-695333	172487	Past	08/05/2024	08/2024	UTILIREC	311201000	\$31.00 Util Recovery IC, 08/01/2023 to 05/31/2024
C-658823	172487	Past	06/06/2023	06/2023	LATE	312004000	\$83.70 LATE FEE 6/2023
C-662211	172487	Past	07/06/2023	07/2023	LATE	312004000	\$86.20 LATE FEE 7/2023
C-722603	172487	Past	06/06/2025	06/2025	LATE	312004000	\$66.40 Late Fee 06/2025
C-726741	172487	Past	08/07/2025	08/2025	LATE	312004000	\$90.60 Late 08/2025
C-725195	172487	Past	07/06/2025	07/2025	LATE	312004000	\$90.60 Late Fee 07/2025

Total For **\$7,450.10**

t2055820

C-724957	172417	Past	08/01/2025	08/2025	RENT	311100000	\$48.00 RENT 8/1/2025 to 8/31/2025
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Total For **\$48.00**

t2056864

C-718342	172447	Past	05/01/2025	05/2025	RENT	311100000	\$95.82 RENT 11/1/2024 to 11/30/2024
C-718457	172447	Past	05/01/2025	05/2025	RENT	311100000	\$388.00 RENT 12/1/2024 to 12/31/2024
C-718662	172447	Past	05/01/2025	05/2025	RENT	311100000	\$388.00 RENT 1/1/2025 to 1/31/2025
C-718788	172447	Past	05/01/2025	05/2025	RENT	311100000	\$388.00 RENT 2/1/2025 to 2/28/2025
C-718927	172447	Past	05/01/2025	05/2025	RENT	311100000	\$388.00 RENT 3/1/2025 to 3/31/2025
C-719032	172447	Past	05/01/2025	05/2025	RENT	311100000	\$388.00 RENT 4/1/2025 to 4/30/2025
C-719365	172447	Past	05/01/2025	05/2025	RENT	311100000	\$388.00 RENT 5/1/2025 to 5/31/2025
C-721232	172447	Past	06/01/2025	06/2025	RENT	311100000	\$388.00 RENT 6/1/2025 to 6/30/2025
C-721976	172447	Past	07/01/2025	07/2025	RENT	311100000	\$388.00 RENT 7/1/2025 to 7/31/2025
C-725005	172447	Past	08/01/2025	08/2025	RENT	311100000	\$388.00 RENT 8/1/2025 to 8/31/2025

Total For **\$3,587.82**

t2057219

C-718791	172449	Past	05/01/2025	05/2025	RENT	311100000	\$74.09 RENT 2/1/2025 to 2/28/2025
C-718930	172449	Past	05/01/2025	05/2025	RENT	311100000	\$172.00 RENT 3/1/2025 to 3/31/2025
C-719035	172449	Past	05/01/2025	05/2025	RENT	311100000	\$172.00 RENT 4/1/2025 to 4/30/2025
C-719368	172449	Past	05/01/2025	05/2025	RENT	311100000	\$172.00 RENT 5/1/2025 to 5/31/2025
C-721236	172449	Past	06/01/2025	06/2025	RENT	311100000	\$172.00 RENT 6/1/2025 to 6/30/2025
C-721978	172449	Past	07/01/2025	07/2025	RENT	311100000	\$172.00 RENT 7/1/2025 to 7/31/2025
C-725009	172449	Past	07/10/2025	07/2025	RENT	311100000	\$6.00 RENT Adj AR, 06/01/2025 to 06/01/2025

Total For **\$940.09**

t2057505

C-718739	172408	Past	05/01/2025	05/2025	RENT	311100000	\$68.77 RENT 2/1/2025 to 2/28/2025
C-718873	172408	Past	05/01/2025	05/2025	RENT	311100000	\$71.00 RENT 3/1/2025 to 3/31/2025
C-718983	172408	Past	05/01/2025	05/2025	RENT	311100000	\$81.00 RENT 4/1/2025 to 4/30/2025
C-719307	172408	Past	05/01/2025	05/2025	RENT	311100000	\$81.00 RENT 5/1/2025 to 5/31/2025
C-721182	172408	Past	06/01/2025	06/2025	RENT	311100000	\$81.00 RENT 6/1/2025 to 6/30/2025
C-721924	172408	Past	07/01/2025	07/2025	RENT	311100000	\$81.00 RENT 7/1/2025 to 7/31/2025
C-724941	172408	Past	08/01/2025	08/2025	RENT	311100000	\$81.00 RENT 8/1/2025 to 8/31/2025
C-726974	172408	Past	09/01/2025	09/2025	RENT	311100000	\$81.00 RENT 9/1/2025 to 9/30/2025
C-726639	172408	Past	07/06/2025	08/2025	LATE	312004000	\$9.10 Late Fee 07/2025
C-721355	172408	Past	06/06/2025	06/2025	LATE	312004000	\$8.10 Late Fee 06/2025

Total For **\$642.97**

t2057140

C-728329	172455	Past	09/01/2025	09/2025	RENT	311100000	\$355.77 Tenant Rent (09/2025)
C-723073	172455	Past	06/06/2025	06/2025	LATE	312004000	\$71.60 Late Fee 06/2025
C-726645	172455	Past	07/06/2025	08/2025	LATE	312004000	\$71.60 Late Fee 07/2025

C-726732	172455	Past	08/06/2025	08/2025	LATE	312004000	\$71.60 Late 08/2025
C-729450	172455	Past	09/06/2025	09/2025	LATE	312004000	\$71.60 Late Fee 09/2025

Total For **\$642.17**

t2057723

C-715462	172425	Past	09/01/2025	04/2025	RENT	311100000	\$41.00 Rent 9/1/2024 to 9/30/2024
C-721950	172425	Past	07/01/2025	07/2025	RENT	311100000	\$10.60 RENT 7/1/2025 to 7/31/2025
C-724973	172425	Past	08/01/2025	08/2025	RENT	311100000	\$36.00 RENT 8/1/2025 to 8/31/2025
C-726998	172425	Past	09/01/2025	09/2025	RENT	311100000	\$36.00 RENT 9/1/2025 to 9/30/2025
C-725480	172425	Past	07/31/2025	07/2025	DAMAGE	312003000	\$301.60 WO#55209 Labor
C-726727	172425	Past	08/06/2025	08/2025	LATE	312004000	\$3.60 Late 08/2025
C-725207	172425	Past	07/06/2025	07/2025	LATE	312004000	\$3.60 Late Fee 07/2025

Total For **\$432.40**

t2059191

C-713061	172433	Past	09/01/2024	03/2025	RENT	311100000	\$47.11 Rent 9/1/2024 to 9/30/2024
C-713062	172433	Past	10/01/2024	03/2025	RENT	311100000	\$131.00 Rent 10/1/2024 to 10/31/2024
C-713063	172433	Past	11/01/2024	03/2025	RENT	311100000	\$131.00 Rent 11/01/2024 to 11/30/2024
C-713064	172433	Past	12/01/2024	03/2025	RENT	311100000	\$131.00 Rent 12/01/2024 to 12/31/2024
C-713065	172433	Past	01/01/2025	03/2025	RENT	311100000	\$131.00 Rent 1/1/2025 to 1/31/2025
C-713066	172433	Past	02/01/2025	03/2025	RENT	311100000	\$131.00 Rent 2/1/2025 to 2/28/2025
C-713067	172433	Past	03/01/2025	03/2025	RENT	311100000	\$42.30 Rent 3/1/2025 to 3/10/2025
C-715898	172433	Past	04/01/2025	04/2025	RENT	311100000	\$131.00 RENT 8/1/2024 to 8/31/2024
C-717907	172433	Past	05/01/2025	05/2025	RENT	311100000	\$131.00 RENT 9/1/2024 to 9/30/2024
C-718042	172433	Past	05/01/2025	05/2025	RENT	311100000	\$131.00 RENT 10/1/2024 to 10/31/2024
C-718333	172433	Past	05/01/2025	05/2025	RENT	311100000	\$131.00 RENT 11/1/2024 to 11/30/2024
C-718448	172433	Past	05/01/2025	05/2025	RENT	311100000	\$131.00 RENT 12/1/2024 to 12/31/2024
C-718647	172433	Past	05/01/2025	05/2025	RENT	311100000	\$131.00 RENT 1/1/2025 to 1/31/2025
C-718771	172433	Past	05/01/2025	05/2025	RENT	311100000	\$131.00 RENT 2/1/2025 to 2/28/2025
C-718907	172433	Past	05/01/2025	05/2025	RENT	311100000	\$131.00 RENT 3/1/2025 to 3/31/2025
C-719013	172433	Past	05/01/2025	05/2025	RENT	311100000	\$131.00 RENT 4/1/2025 to 4/30/2025

Total For **\$1,923.41**

t2059220

C-715878	172423	Past	04/10/2025	04/2025	RENT	311100000	\$594.00 RENT Adj IR, 07/01/2024 to 07/31/2024
C-715880	172423	Past	04/01/2025	04/2025	RENT	311100000	\$72.34 RENT 8/1/2024 to 8/31/2024
C-717229	172423	Past	05/01/2025	05/2025	RENT	311100000	\$61.00 Tenant Rent (05/2025)
C-717899	172423	Past	05/01/2025	05/2025	RENT	311100000	\$594.00 RENT 9/1/2024 to 9/30/2024
C-718034	172423	Past	05/01/2025	05/2025	RENT	311100000	\$594.00 RENT 10/1/2024 to 10/31/2024
C-718322	172423	Past	05/01/2025	05/2025	RENT	311100000	\$594.00 RENT 11/1/2024 to 11/30/2024
C-718438	172423	Past	05/01/2025	05/2025	RENT	311100000	\$594.00 RENT 12/1/2024 to 12/31/2024
C-718637	172423	Past	05/01/2025	05/2025	RENT	311100000	\$594.00 RENT 1/1/2025 to 1/31/2025
C-718757	172423	Past	05/01/2025	05/2025	RENT	311100000	\$594.00 RENT 2/1/2025 to 2/28/2025
C-718891	172423	Past	05/01/2025	05/2025	RENT	311100000	\$61.00 RENT 3/1/2025 to 3/31/2025
C-718999	172423	Past	05/01/2025	05/2025	RENT	311100000	\$61.00 RENT 4/1/2025 to 4/30/2025
C-719323	172423	Past	05/01/2025	05/2025	RENT	311100000	\$61.00 RENT 5/1/2025 to 5/31/2025
C-721200	172423	Past	06/01/2025	06/2025	RENT	311100000	\$61.00 RENT 6/1/2025 to 6/30/2025
C-721946	172423	Past	07/01/2025	07/2025	RENT	311100000	\$61.00 RENT 7/1/2025 to 7/31/2025
C-724969	172423	Past	07/10/2025	07/2025	RENT	311100000	\$10.00 RENT Adj AR, 06/01/2025 to 06/05/2025
C-715876	172423	Past	04/10/2025	04/2025	UTILIREC	311201000	\$77.00 Util Recovery IR, 07/01/2024 to 07/31/2024

Total For **\$4,683.34**

t2057725

C-718834	172485	Past	05/09/2025	05/2025	RENT	311100000	\$39.70 RENT Adj MI, 12/01/2024 to 12/23/2024
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Total For **\$39.70**

t2057742

C-727016	172435	Past	08/13/2025	08/2025	RENT	311100000	\$727.44 RENT Adj IR, 05/01/2025 to 08/31/2025
C-727018	172435	Past	09/01/2025	09/2025	RENT	311100000	\$361.00 RENT 9/1/2025 to 9/30/2025
C-729464	172435	Past	09/06/2025	09/2025	LATE	312004000	\$36.10 Late Fee 09/2025

Total For								\$1,124.54
t2059210								
C-715872	172421	Past	04/01/2025	04/2025	RENT	311100000	\$4.00 RENT 8/1/2024 to 8/31/2024	
C-694713	172421	Past	08/05/2024	08/2024	UTILIREC	311201000	\$108.00 Util Recovery MI, 02/27/2024 to 05/31/2024 :Write Off by Charge Code 700040	
Total For								\$112.00
t2059246								
C-715745	172456	Past	04/08/2025	04/2025	RENT	311100000	\$252.30 RENT Adj MI, 05/10/2024 to 06/30/2024	
C-719378	172456	Past	05/01/2025	05/2025	RENT	311100000	\$170.00 RENT 5/1/2025 to 5/31/2025	
C-721245	172456	Past	06/01/2025	06/2025	RENT	311100000	\$14.00 RENT 6/1/2025 to 6/30/2025	
C-721987	172456	Past	07/01/2025	07/2025	RENT	311100000	\$170.00 RENT 7/1/2025 to 7/31/2025	
C-725018	172456	Past	08/01/2025	08/2025	RENT	311100000	\$170.00 RENT 8/1/2025 to 8/31/2025	
C-727050	172456	Past	09/01/2025	09/2025	RENT	311100000	\$170.00 RENT 9/1/2025 to 9/30/2025	
C-729455	172456	Past	09/06/2025	09/2025	LATE	312004000	\$17.00 Late Fee 09/2025	
C-726646	172456	Past	07/06/2025	08/2025	LATE	312004000	\$17.00 Late Fee 07/2025	
C-726733	172456	Past	08/06/2025	08/2025	LATE	312004000	\$17.00 Late 08/2025	
C-723075	172456	Past	06/06/2025	06/2025	LATE	312004000	\$2.73 Late Fee 06/2025	
C-690654	172456	Past	06/06/2024	06/2024	LATE	312004000	\$3.00 Late Fee 06/2024	
Total For								\$1,003.03
t2059305								
C-718997	172421	Past	05/01/2025	05/2025	RENT	311100000	\$59.00 RENT 4/1/2025 to 4/30/2025	
C-719321	172421	Past	05/01/2025	05/2025	RENT	311100000	\$183.00 RENT 5/1/2025 to 5/31/2025	
C-721198	172421	Past	06/01/2025	06/2025	RENT	311100000	\$183.00 RENT 6/1/2025 to 6/30/2025	
C-721944	172421	Past	07/01/2025	07/2025	RENT	311100000	\$183.00 RENT 7/1/2025 to 7/31/2025	
C-724965	172421	Past	08/01/2025	08/2025	RENT	311100000	\$215.00 RENT 8/1/2025 to 8/31/2025	
C-726994	172421	Past	09/01/2025	09/2025	RENT	311100000	\$215.00 RENT 9/1/2025 to 9/30/2025	
C-721577	172421	Past	06/06/2025	06/2025	LATE	312004000	\$18.30 Late 06/2025	
Total For								\$1,056.30
t2055400								
C-695296	172484	Past	08/05/2024	08/2024	UTILIREC	311201000	\$7.16 Util Recovery AR, 12/01/2021 to 11/30/2022	
C-695298	172484	Past	08/05/2024	08/2024	UTILIREC	311201000	\$840.00 Util Recovery AR, 12/01/2022 to 11/30/2023	
C-721279	172484	Past	06/06/2025	06/2025	UTILIREC	311201000	\$37.00 Util Recovery AR, 04/01/2025 to 05/31/2025	
Total For								\$884.16
t2057469								
C-726725	172416	Past	08/06/2025	08/2025	LATE	312004000	\$29.95 Late 08/2025	
Total For								\$29.95
t2055819								
C-686651	172414	Past	04/11/2024	04/2024	MISCTENA	312009000	\$4.08 Missing smoke alarms	
C-699256	172414	Past	08/29/2024	09/2024	MISCTENA	312009000	\$79.63 Overtime lockout charge	
C-699380	172414	Past	09/23/2024	09/2024	MISCTENA	312009000	\$235.00 Maintenance charge for damages (damaged door jam)	
Total For								\$318.71

Property Code	Charge Type	SubTotal
lassiter	DAMAGE	372.43
	LATE	2,248.38
	MISCTENA	318.71
	RENT	56,862.77
	UTILIREC	3,537.46
lassiter		63,339.75
	Grand Total	63,339.75

**Lower Jefferson Avenue Development Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, January 21, 2025
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider a Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2025
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Lower Jefferson Avenue Development Corporation
January 21, 2025**

Having duly given public notice, the Board of Directors of the Lower Jefferson Avenue Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:41 a.m. on Tuesday, January 21, 2025.

Roll Call

The meeting was called to order by Chairperson Davis and those present were as follows:

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

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

 Lysandra M. Shaw
 Executive Director

 Tera Lockley
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoify, Director
 Finance

 David Staley, Director
 Community Development

 Kayonia M. Betts
 Executive Assistant

 Justin Orié
 NNRHA IT Department

**Approve Minutes of
January 16, 2024
Meeting**

Director Penrose made a motion to approve the minutes of the January 16, 2024, meeting. The motion was seconded by Director Knight and passed with a majority vote. Ms. Call abstained as she was not present.

**Election of Chairman
and Vice Chairman**

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

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

Director Penrose made a motion to affirm the appointment of Lysandra Shaw as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**A Resolution of the
Board of Directors
authorizing the Charge
Off of Tenants'
Accounts Receivable**

Ms. Shaw reported as of September 30, 2024, there are five accounts recommended for charge-off action with a total dollar value of \$26,496.78. This represents 9.7% of Jefferson Brookville Apartments' net rental revenue. We budget 2% for bad debt at Jefferson Brookville Apartments

Other Business

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

Ms. Shaw reported that on December 31, 2024, the property had a balance of \$108,707.19 in replacement reserves, \$105,408.38 in operating reserves, 96% occupancy.

**Minutes of a Meeting of the
Lower Jefferson Avenue Development Corporation
January 21, 2025**

Adjournment

There being no other business to come before the Board, the Chairperson adjourned the meeting at 9:45 a.m.

President

5a

LOWER JEFFERSON AVENUE DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 15, 2026

TO: Board of Directors,
Lower Jefferson Avenue Development Corporation

FROM: Lysandra M. Shaw, President *lms*

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2025

The attached list 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 \$7,565.71. This represents 2.5% of Jefferson Brookville Apartments net rental revenue. We budget 2% for bad debt at Jefferson Brookville Apartments.

The average amount per vacated account is \$1,513.14. Last year, we charged off \$26,496.78 (five accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$7,565.71 for the twelve-month period ending September 30, 2025, is recommended.

LMS/LKD

Attachments

**A RESOLUTION OF THE
LOWER JEFFERSON AVENUE DEVELOPMENT CORPORATION
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE**

WHEREAS, there has been presented to the Board of Directors of the Lower Jefferson Avenue DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2025, for Jefferson Brookville 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 Lower Jefferson Avenue DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$7,565.71 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=jbrook
 Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
t2055739								
	C-714053	3202	Past	04/01/2025	04/2025	RENT	311100000	\$324.00 Tenant Rent (04/2025)
Total For								\$324.00
t2057510								
	C-723976	2207	Past	07/01/2025	07/2025	RENT	311100000	\$661.44 Tenant Rent (07/2025)
	C-726187	2207	Past	08/01/2025	08/2025	RENT	311100000	\$814.00 Tenant Rent (08/2025)
	C-719292	2207	Past	05/06/2025	05/2025	LATE	312004000	\$81.40 Late fee (05/2025)
	C-722598	2207	Past	06/06/2025	06/2025	LATE	312004000	\$81.40 Late Fee 06/2025
	C-725229	2207	Past	07/18/2025	07/2025	LATE	312004000	\$81.40 Late Fee 07/2025
	C-725230	2207	Past	07/06/2025	07/2025	LATE	312004000	\$81.40 Late Fee 07/2025
	C-710539	2207	Past	02/06/2025	02/2025	LATE	312004000	\$81.40 Late Fee 02/2025
Total For								\$1,882.44
t2057775								
	C-726190	2211	Past	08/01/2025	08/2025	RENT	311100000	\$814.00 Tenant Rent (08/2025)
	C-723979	2211	Past	07/01/2025	07/2025	RENT	311100000	\$814.00 Tenant Rent (07/2025)
	C-717187	2211	Past	05/01/2025	05/2025	RENT	311100000	\$814.00 Tenant Rent (05/2025)
	C-714040	2211	Past	04/01/2025	04/2025	RENT	311100000	\$430.77 Tenant Rent (04/2025)
	C-728292	2211	Past	09/01/2025	09/2025	RENT	311100000	\$814.00 Tenant Rent (09/2025)
	C-720544	2211	Past	06/01/2025	06/2025	RENT	311100000	\$814.00 Tenant Rent (06/2025)
	C-710541	2211	Past	02/06/2025	02/2025	LATE	312004000	\$81.40 Late Fee 02/2025
	C-705064	2211	Past	11/06/2024	11/2024	LATE	312004000	\$81.40 Late Fee 11/2024
	C-702982	2211	Past	10/06/2024	10/2024	LATE	312004000	\$81.40 Late Fee 10/2024
	C-722599	2211	Past	06/06/2025	06/2025	LATE	312004000	\$81.40 Late Fee 06/2025
	C-719293	2211	Past	05/06/2025	05/2025	LATE	312004000	\$81.40 Late fee (05/2025)
	C-702971	2211	Past	09/06/2024	10/2024	LATE	312004000	\$81.40 Late Fee 09/2024
Total For								\$4,989.17
t2055717								
	C-709916	3201	Past	02/01/2025	02/2025	RENT	311100000	\$12.18 Tenant Rent (02/2025)
	C-705065	3201	Past	11/05/2024	11/2024	LATE	312004000	\$14.10 Late Fee 11/2024
	C-706370	3201	Past	12/09/2024	12/2024	LATE	312004000	\$14.10 Late Fee 12/2024
	C-702973	3201	Past	09/06/2024	10/2024	LATE	312004000	\$14.10 Late Fee 09/2024
	C-702986	3201	Past	10/06/2024	10/2024	LATE	312004000	\$14.10 Late Fee 10/2024
	C-702967	3201	Past	05/06/2024	10/2024	LATE	312004000	\$14.10 Late Fee 05/2024
Total For								\$82.68
t2057666								
	C-713159	3103	Past	12/31/2024	03/2025	DAMAGE	312003000	\$287.42 Replacement of glass in building exterior @ 558 28th Street
Total For								\$287.42

Property Code	Charge Type	SubTotal
jbrook	DAMAGE	287.42
	LATE	965.90
	RENT	6,312.39
jbrook		7,565.71
Grand Total		7,565.71

Tenant Unpaid Charges

Property=jbrook
 Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
t2055739								
	C-714053	3202	Past	04/01/2025	04/2025	RENT	311100000	\$324.00 Tenant Rent (04/2025)
Total For								\$324.00
t2057510								
	C-723976	2207	Past	07/01/2025	07/2025	RENT	311100000	\$661.44 Tenant Rent (07/2025)
	C-726187	2207	Past	08/01/2025	08/2025	RENT	311100000	\$814.00 Tenant Rent (08/2025)
	C-719292	2207	Past	05/06/2025	05/2025	LATE	312004000	\$81.40 Late fee (05/2025)
	C-722598	2207	Past	06/06/2025	06/2025	LATE	312004000	\$81.40 Late Fee 06/2025
	C-725229	2207	Past	07/18/2025	07/2025	LATE	312004000	\$81.40 Late Fee 07/2025
	C-725230	2207	Past	07/06/2025	07/2025	LATE	312004000	\$81.40 Late Fee 07/2025
	C-710539	2207	Past	02/06/2025	02/2025	LATE	312004000	\$81.40 Late Fee 02/2025
Total For								\$1,882.44
t2057775								
	C-726190	2211	Past	08/01/2025	08/2025	RENT	311100000	\$814.00 Tenant Rent (08/2025)
	C-723979	2211	Past	07/01/2025	07/2025	RENT	311100000	\$814.00 Tenant Rent (07/2025)
	C-717187	2211	Past	05/01/2025	05/2025	RENT	311100000	\$814.00 Tenant Rent (05/2025)
	C-714040	2211	Past	04/01/2025	04/2025	RENT	311100000	\$430.77 Tenant Rent (04/2025)
	C-728292	2211	Past	09/01/2025	09/2025	RENT	311100000	\$814.00 Tenant Rent (09/2025)
	C-720544	2211	Past	06/01/2025	06/2025	RENT	311100000	\$814.00 Tenant Rent (06/2025)
	C-710541	2211	Past	02/06/2025	02/2025	LATE	312004000	\$81.40 Late Fee 02/2025
	C-705064	2211	Past	11/06/2024	11/2024	LATE	312004000	\$81.40 Late Fee 11/2024
	C-702982	2211	Past	10/06/2024	10/2024	LATE	312004000	\$81.40 Late Fee 10/2024
	C-722599	2211	Past	06/06/2025	06/2025	LATE	312004000	\$81.40 Late Fee 06/2025
	C-719293	2211	Past	05/06/2025	05/2025	LATE	312004000	\$81.40 Late fee (05/2025)
	C-702971	2211	Past	09/06/2024	10/2024	LATE	312004000	\$81.40 Late Fee 09/2024
Total For								\$4,989.17
t2055717								
	C-709916	3201	Past	02/01/2025	02/2025	RENT	311100000	\$12.18 Tenant Rent (02/2025)
	C-705065	3201	Past	11/05/2024	11/2024	LATE	312004000	\$14.10 Late Fee 11/2024
	C-706370	3201	Past	12/09/2024	12/2024	LATE	312004000	\$14.10 Late Fee 12/2024
	C-702973	3201	Past	09/06/2024	10/2024	LATE	312004000	\$14.10 Late Fee 09/2024
	C-702986	3201	Past	10/06/2024	10/2024	LATE	312004000	\$14.10 Late Fee 10/2024
	C-702967	3201	Past	05/06/2024	10/2024	LATE	312004000	\$14.10 Late Fee 05/2024
Total For								\$82.68
t2057666								
	C-713159	3103	Past	12/31/2024	03/2025	DAMAGE	312003000	\$287.42 Replacement of glass in building exterior @ 558 28th Street
Total For								\$287.42

Property Code	Charge Type	SubTotal
jbrook	DAMAGE	287.42
	LATE	965.90
	RENT	6,312.39
	jbrook	7,565.71
	Grand Total	7,565.71

**Orcutt TH 40 Development Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, January 21, 2025
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Orcutt TH 40 Development Corporation
January 21, 2025**

Having duly given public notice, the Board of Directors of the Orcutt TH 40 Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:47 a.m. on Tuesday, January 16, 2024.

Roll Call

The meeting was called to order by Chairperson Davis and those present were as follows:

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

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

Lysandra M. Shaw
Executive Director

Tera Lockley
Director of Housing

Valarie Ellis, Director
Administrative Services

Lisa Dessoffy, Director
Finance

David Staley, Director
Community Development

Kayonia M. Betts
Executive Assistant

Justin Orie
NNRHA IT Department

**Approve Minutes of
January 16, 2024
Meeting**

Director Penrose made a motion to approve the minutes of the January 16, 2024, meeting. The motion was seconded by Director Knight and passed with a unanimous vote. Ms. Call abstained as she was not present.

**Election of Chairman
and Vice Chairman**

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

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

Director Penrose made a motion to affirm the appointment of Lysandra Shaw as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

Other Business

Ms. Shaw reported that the occupancy rate is 22% and has been vacated for RAD conversion. The property has not established a reserve balance as of yet.

**Minutes of a Meeting of the
Orcutt TH 40 Development Corporation
January 21, 2025**

Adjournment

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

President

**Orcutt Townhomes Phase III Development Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, January 21, 2025
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider a Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2025
 - b. Consider a Resolution Authorizing Admittance of Successor Limited Partner for Withdrawing Investor Limited Partner and Special Limited Partner in the Orcutt Townhomes Phase III L.P. partnership
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Orcutt Townhomes Phase III Development Corporation
January 21, 2025**

Having duly given public notice, the Board of Directors of the Orcutt Townhomes Phase III Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:45 a.m. on Tuesday, January 21, 2025.

Roll Call

The meeting was called to order by Chairperson Davis and those present were as follows:

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

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

 Lysandra M. Shaw
 Executive Director

 Tera Lockley
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoify, Director
 Finance

 David Staley, Director
 Community Development

 Kayonia M. Betts
 Executive Assistant

 Justin Orié
 NNRHA IT Department

**Approve Minutes of
January 16, 2024
Meeting**

Director Penrose made a motion to approve the minutes of the January 16, 2024, meeting. The motion was seconded by Director Knight and passed with a majority vote. Ms. Call abstained as she was not present.

**Election of Chairman
and Vice Chairman**

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

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

Director Penrose made a motion to affirm the appointment of Lysandra Shaw as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**Minutes of a Meeting of the
Orcutt Townhomes Phase III Development Corporation
January 21, 2025**

Adjournment

There being no other business to come before the Board, the Chairperson adjourned the meeting at 9:47 a.m.

President

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ORCUTT TOWNHOMES PHASE III DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 13, 2026
TO: Board of Directors,
Orcutt Townhomes Phase III Development Corporation
FROM: Lysandra M. Shaw, President 
SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2025

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

There are four accounts recommended for charge-off action with a total dollar value of \$16,997.29. This represents 14.9% of Orcutt Townhomes Phase III Apartments net rental revenue. We budget 2% for bad debt at Orcutt Townhomes Phase III Apartments.

Last year, we did not have any accounts to be charged off.

Adoption of the attached resolution authorizing the charge-off in the total amount of \$16,997.29 for the twelve-month period ending September 30, 2025, is recommended.

KRW/LKD

Attachments

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

WHEREAS, there has been presented to the Board of Directors of the Orcutt Townhomes Phase III DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2025 for Orcutt Townhomes Phase III Apartments; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Orcutt Townhomes Phase III DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$16,997.29 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=orcutt3
Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark	Owed
orcutt3									
t2054380									
	C-712552	262667	Past	03/06/2025	03/2025	RENT	311100000	\$101.70 LATE FEE FOR MARCH RENT 2025	
	C-710737	262667	Past	02/11/2025	02/2025	LATE	312004000	\$25.05 LATE FEE FOR FEBRUARY RENT 2025	
Total For								\$126.75	

t2054382									
	C-701598	262675	Past	10/01/2024	10/2024	RENT	311100000	\$673.00 Tenant Rent (10/2024)	
	C-661397	262675	Past	07/01/2023	07/2023	RENT	311100000	\$476.69 Tenant Rent (07/2023)	
	C-671427	262675	Past	11/01/2023	11/2023	RENT	311100000	\$710.00 Tenant Rent (11/2023)	
	C-673970	262675	Past	12/01/2023	12/2023	RENT	311100000	\$710.00 Tenant Rent (12/2023)	
	C-666180	262675	Past	09/01/2023	09/2023	RENT	311100000	\$709.60 Tenant Rent (09/2023)	
	C-663540	262675	Past	08/01/2023	08/2023	RENT	311100000	\$709.60 Tenant Rent (08/2023)	
	C-699382	262675	Past	04/01/2024	09/2024	RENT	311100000	\$673.00 Rent 4/1/2024-4/30/2024	
	C-699384	262675	Past	05/01/2024	09/2024	RENT	311100000	\$673.00 Rent 4/1/2024-4/30/2024	
	C-699386	262675	Past	06/01/2024	09/2024	RENT	311100000	\$673.00 Rent 6-1-2024-6-30-2024	
	C-699388	262675	Past	07/01/2024	09/2024	RENT	311100000	\$673.00 Rent 07/01/2024-07/31/2024	
	C-699390	262675	Past	08/01/2024	09/2024	RENT	311100000	\$673.00 Rent 08/01/2024-08/31/2024	
	C-699392	262675	Past	09/01/2024	09/2024	RENT	311100000	\$673.00 Rent 9/1/2024-9/30/2024	
	C-643602	262675	Past	01/21/2023	01/2023	UTILIREC	311201000	\$262.00 Util Recovery AR, 12/01/2022 to 01/31/2023	
	C-643604	262675	Past	02/01/2023	02/2023	UTILIREC	311201000	\$131.00 Util Recovery AR, 02/01/2023 to 02/28/2023	
	C-643621	262675	Past	01/22/2023	01/2023	UTILIREC	311201000	\$131.00 Util Recovery AR, 12/01/2022 to 12/31/2022	
	C-670070	262675	Past	10/27/2023	10/2023	DAMAGE	312003000	\$4.00 WO#39388 KEY	
	C-692381	262675	Past	03/08/2024	07/2024	LATE	312004000	\$71.00 Tenant Late Charge	
	C-899394	262675	Past	04/08/2024	09/2024	LATE	312004000	\$67.30 Late fee for April 2024	
	C-699396	262675	Past	05/08/2024	09/2024	LATE	312004000	\$67.30 Late fee for May 2024	
	C-699398	262675	Past	06/08/2024	09/2024	LATE	312004000	\$67.30 Late fee for June 2024	
	C-699400	262675	Past	07/08/2024	09/2024	LATE	312004000	\$67.30 Late fee for July 2024	
Total For								\$8,895.09	

t2054389									
	C-699422	262670	Past	09/01/2024	09/2024	RENT	311100000	\$169.02 RENT 5/1/2024 to 5/31/2024	
	C-699451	262670	Past	09/01/2024	09/2024	RENT	311100000	\$476.00 RENT 6/1/2024 to 6/30/2024	
	C-699543	262670	Past	09/01/2024	09/2024	RENT	311100000	\$476.00 RENT 9/1/2024 to 9/30/2024	
	C-701661	262670	Past	10/01/2024	10/2024	RENT	311100000	\$476.00 RENT 10/1/2024 to 10/31/2024	
	C-704617	262670	Past	11/01/2024	11/2024	RENT	311100000	\$476.00 RENT 11/1/2024 to 11/30/2024	
	C-707224	262670	Past	12/01/2024	12/2024	RENT	311100000	\$476.00 RENT 12/1/2024 to 12/31/2024	
	C-707255	262670	Past	01/01/2025	01/2025	RENT	311100000	\$476.00 RENT 1/1/2025 to 1/31/2025	
	C-710470	262670	Past	02/01/2025	02/2025	RENT	311100000	\$476.00 RENT 2/1/2025 to 2/28/2025	
	C-699511	262670	Past	09/01/2024	09/2024	RENT	311100000	\$476.00 RENT 8/1/2024 to 8/31/2024	
	C-699482	262670	Past	09/01/2024	09/2024	RENT	311100000	\$476.00 RENT 7/1/2024 to 7/31/2024	
	C-713320	262670	Past	03/01/2025	03/2025	RENT	311100000	\$476.00 RENT 3/1/2025 to 3/31/2025	
	C-715295	262670	Past	04/01/2025	04/2025	RENT	311100000	\$476.00 RENT 4/1/2025 to 4/30/2025	
Total For								\$5,405.02	

t2054569									
	C-717279	262652	Past	05/01/2025	05/2025	RENT	311100000	\$179.53 Tenant Rent (05/2025)	
	C-720613	262652	Past	06/01/2025	06/2025	RENT	311100000	\$673.00 Tenant Rent (06/2025)	
	C-721089	262652	Past	06/06/2025	06/2025	RENT	311100000	\$67.30 LATE FEE FOR JUNE 2025	
	C-724051	262652	Past	07/01/2025	07/2025	RENT	311100000	\$673.00 Tenant Rent (07/2025)	
	C-726259	262652	Past	08/01/2025	08/2025	RENT	311100000	\$673.00 Tenant Rent (08/2025)	
	C-667773	262652	Past	09/29/2023	09/2023	DAMAGE	312003000	\$4.00 WO#39670 KEY	
	C-886290	262652	Past	04/08/2024	04/2024	LATE	312004000	\$98.70 Tenant Late Charge	
	C-717874	262652	Past	05/06/2025	05/2025	LATE	312004000	\$67.30 LATE FEE FOR MAY 2025	
	C-724806	262652	Past	07/08/2025	07/2025	LATE	312004000	\$67.30 LATE FEE FOR JULY RENT 2025	
	C-726659	262652	Past	08/06/2025	08/2025	LATE	312004000	\$67.30 LATE FEE FOR AUGUST RENT	
Total For								\$2,570.43	

Property Code	Charge Type	SubTotal
orcutt3		
	DAMAGE	8.00
	LATE	665.85
	RENT	15,799.44
	UTILIREC	524.00
	orcutt3	16,997.29
	Grand Total	16,997.29

5b

ORCUTT TOWNHOMES PHASE III DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 20, 2026

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

FROM: Lysandra M. Shaw, President 

SUBJECT: Resolution Authorizing Admittance of Successor Limited Partner for Withdrawing Investor Limited Partner and Special Limited Partner in the Orcutt Townhomes Phase III L.P. Partnership

Attached for your information is a memorandum to the NNRHA Board of Commissioners and resolution (proposed for approval by the Board) summarizing the necessity of and approving the creation of a successor limited partner for the investor partner and special limited partner in the Orcutt Townhomes III 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 services in 2011.

As noted, the action described herein and, in the attachments, this is related to a request from the existing limited partner to withdraw from the partnership now that the fifteen (15) year LIHTC compliance period has passed. To continue the partnership and the operation of the Orcutt Townhomes property, the withdrawing entities must be replaced by a successor limited partner.

In this regard, the NNRHA Board of Commissioners, as required by Title 36 of the Code of Virginia, has approved the creation of Orcutt TH 30 L.L.C. and will request that the Newport News City Council likewise consider this proposed action.

Accordingly, the attached resolution presented for your consideration approves the admittance of the Orcutt TH 30 L.L.C. into the Orcutt Townhomes III L.P. partnership, subject to the final local approval regarding the creation of this entity by the Newport News City Council.

Approval is recommended.

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE ORCUTT TOWNHOMES
PHASE III DEVELOPMENT CORPORATION APPROVING ADMITTANCE OF THE
ORCUTT TH 30 LLC AS SUCCESSOR LIMITED PARTNER**

WHEREAS, the Orcutt Townhomes housing community was developed utilizing low-income housing tax credits (LIHTC) and placed in service in 2011 in accordance with applicable regulations; and

WHEREAS, the fifteen (15) year LIHTC compliance period has passed and the investor and special limited partner in the Orcutt Townhomes III L.P. have indicated a desire to withdraw from the partnership; and

WHEREAS, to continue the aforementioned entity, the withdrawing limited and special limited partners must be replaced by a successor limited partnership; and

WHEREAS, creation of Orcutt TH 30 L.L.C. has been approved by the NNRHA Board of Commissioners and a related request to the City Council of Newport News, VA, that it also approves the creation of this entity is forthcoming.

NOW THEREFORE BE IT RESOLVED:

- (1) That pending approval by the City Council of Newport News, VA. of the creation of Orcutt TH 30 L.L.C., and the actual creation of the entity subsequent thereto, and the admittance of the Orcutt TH 30 L.L.C. as a limited partner in the Orcutt Townhomes Phase III L.P. is hereby approved.
- (2) That the President of the Corporation is authorized to take such other actions required for the modification of the partnership and state registration of the Orcutt TH 30 L.L.C.

January 20, 2026

7C

NEWPORT NEWS REDEVELOPMENT & HOUSING AUTHORITY

MEMORANDUM

DATE: January 20, 2026

TO: Board of Commissioners

FROM: Lysandra M. Shaw
Executive Director

SUBJECT: Authorization to form Orcutt TH 30, LLC as successor limited partner in the Orcutt Townhomes III, L.P.

The 30-unit Orcutt Townhomes III property located at 32nd Street and Orcutt Avenue in the Southeast area of the City was placed in service in 2011 in accordance with tax credit regulations. Low Income Housing Tax Credits (LIHTC) were obtained by NNRHA to undertake this mixed finance development.

The required fifteen (15) year LIHTC compliance period has been fulfilled and the existing investor (limited) partner and special limited partner in the Orcutt Townhomes III, L.P. (owner of the property) have requested to voluntarily withdraw from the partnership.

The investor partner, Housing Equity Fund of Virginia XIV L.L.C. and the special limited partner, Virginia Affordable Housing Management Corporation, have met their obligations in accordance with the partnership agreement.

In order to continue the operation of the Orcutt Townhomes property, the withdrawing entities must be replaced with a successor limited partner. Thus, in accordance with Title 36 of the Code of Virginia, which governs actions of PHAs in the State, this proposed resolution requests that the Board of Commissioners consider the formation of the Orcutt TH 30 L.L.C., and their recommendation that the City Council likewise approve this proposed action. This entity will be wholly owned by NNRHA.

The general (managing) partner of the Partnership will continue to be the Orcutt Townhomes Phase III Development Corporation, which is governed by a board of directors comprised of the members of the NNRHA Board of Commissioners. The NNRHA Executive Director will continue to serve as President of the corporation, similar to previous tax credit developments in the community. A concurrent meeting of the corporation will be held on January 20, 2026 to consider the entry of the Orcutt TH 30 L.L.C. into the partnership subject to Board and City Council approval of this entity.

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NEWPORT NEWS
REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE FORMATION
OF THE ORCUTT TH 30 LLC AS SUCCESSOR LIMITED PARTNER IN THE
ORCUTT TOWNHOMES III L.P. AND REQUESTING NEWPORT NEWS CITY
COUNCIL APPROVAL OF THIS PROPOSED ENTITY**

WHEREAS, the Orcutt Townhomes (hereinafter the Project) community provides safe, decent, affordable housing to low-income families and individuals in the City of Newport News; and

WHEREAS, the federal Low Income Housing Tax Credit (LIHTC) program proceeds from the sale of such tax credits, in combination with capital funds, were utilized to develop this mixed finance project which was placed in service in 2011; and

WHEREAS, the required fifteen (15) year LIHTC compliance period has been fulfilled, and the limited (investor) partner and the special limited partner wish to withdraw from the Orcutt Townhomes III L.P.; and

WHEREAS, a successor limited partner (Orcutt TH 30 LLC) must be created to replace the current (investor) partner and special limited partner in the Partnership to enable the Project to continue to operate as affordable housing to families and individuals in the city; and

WHEREAS, Title 36 of the Code of Virginia requires that the formation of legal entities by local public housing authorities be approved by the local governing body.

WHEREAS, continuation of the Orcutt Townhomes III L.P. and the operation of the Orcutt Townhomes housing community is in the best interests of the residents of the city and furtherance of the housing goals of the community.

NOW THEREFORE BE IT RESOLVED:

- (1) That in accordance with Title 36 of the Code of Virginia the Board of Commissioners authorizes the creation of the Orcutt TH 30 LLC and the Executive Director is hereby authorized to take the necessary actions to form this entity in accordance with applicable requirements.
- (2) BE IT FURTHER RESOLVED that the Board of Commissioners requests that the Newport News City Council likewise approve the formation of this entity.

The provisions in the existing partnership agreement will remain in full force and effect. However, in conjunction with this transfer, a \$20,000 transfer fee will be paid by the Orcutt Townhomes III L.P. to the withdrawing limited partner to cover legal and transfer costs. These non-federal funds will be paid from the property's operating reserve fund.

Accordingly, the attached resolution presented for your consideration authorizes the formation of the Orcutt TH 30 L.L.C. as the successor limited partner to the withdrawing investor and special limited partners and requests that similar action be taken by Newport News City Council.

The formation of this proposed entity is essential to the continued operation of the Orcutt Townhomes property and Board approval of the attached resolution is recommended.

**Oyster Point Brighton Development Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, January 21, 2025
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider a Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2025
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Oyster Point Brighton Development Corporation
January 21, 2025**

Having duly given public notice, the Board of Directors of the Oyster Point Brighton Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:51 a.m. on Tuesday, January 21, 2025.

Roll Call

The meeting was called to order by Chairperson Davis and those present were as follows:

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

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

 Lysandra M. Shaw
 Executive Director

 Tera Lockley
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoffy, Director
 Finance

 David Staley, Director
 Community Development

 Kayonia M. Betts
 Executive Assistant

 Justin Orié
 NNRHA IT Department

**Approve Minutes of
January 16, 2024
Meeting**

Director Black made a motion to approve the minutes of the January 16, 2024, meeting. The motion was seconded by Director Knight and passed with a majority vote. Ms. Call abstained as she was not present.

**Election of Chairman
and Vice Chairman**

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

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

Director Penrose made a motion to affirm the appointment of Lysandra Shaw as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**A Resolution of the
Board of Directors
authorizing the Charge
Off of Tenants'
Accounts Receivable**

Ms. Shaw reported as of September 30, 2024, there are twelve accounts recommended for charge-off action with a total dollar value of \$21,754.01. This represents 3.3% net rental revenue. We budget 2% for bad debt at Oyster Point-Brighton.

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

Other Business

Ms. Shaw reported that on December 31, 2024, the property had a balance of \$427,623.06 in replacement reserves, \$562,829.16 in operating reserves and 93% occupancy.

**Minutes of a Meeting of the
Oyster Point Brighton Development Corporation
January 21, 2025**

Adjournment

There being no other business to come before the Board, the Chairperson adjourned the meeting at 9:55 a.m.

President

5a

OYSTER POINT-BRIGHTON DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 14, 2026

TO: Board of Directors,
Oyster Point-Brighton Development Corporation

FROM: Lysandra M. Shaw, President 

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2025

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

There are twenty-four accounts recommended for charge-off action with a total dollar value of \$38,179.57. This represents 7.3% of Oyster Point-Brighton Apartments net rental revenue. We budget 2% for bad debt at Oyster Point-Brighton.

The average amount per vacated account is \$1,590.81. Last year, we charged off \$21,754.01 (twelve accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$38,179.57 for the twelve-month period ending September 30, 2025, is recommended.

LMSLKD

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, 2025, for Oyster Point-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 \$38,179.57 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=oystbrbt
 Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
t2054113								
	C-720627	101744	Past	06/01/2025	06/2025	RENT	311100000	\$746.00 Tenant Rent (06/2025)
	C-709997	101744	Past	02/01/2025	02/2025	RENT	311100000	\$746.00 Tenant Rent (02/2025)
	C-708110	101744	Past	01/01/2025	01/2025	RENT	311100000	\$746.00 Tenant Rent (01/2025)
	C-705258	101744	Past	12/01/2024	12/2024	RENT	311100000	\$746.00 Tenant Rent (12/2024)
	C-704168	101744	Past	11/01/2024	11/2024	RENT	311100000	\$692.00 Tenant Rent (11/2024)
	C-712094	101744	Past	03/01/2025	03/2025	RENT	311100000	\$746.00 Tenant Rent (03/2025)
	C-714146	101744	Past	04/01/2025	04/2025	RENT	311100000	\$746.00 Tenant Rent (04/2025)
	C-717291	101744	Past	05/01/2025	05/2025	RENT	311100000	\$746.00 Tenant Rent (05/2025)
Total For								\$5,914.00
t2054135								
	C-729273	101788	Past	09/01/2025	09/2025	RENT	311100000	\$203.00 RENT 8/1/2025 to 8/31/2025
	C-729446	101788	Past	09/18/2025	09/2025	RENT	311100000	\$98.00 RENT Adj AR, 07/01/2025 to 07/07/2025
Total For								\$301.00
t2054176								
	C-729342	152338	Past	09/01/2025	09/2025	RENT	311100000	\$345.00 RENT 8/1/2025 to 8/31/2025
	C-727453	152338	Past	08/01/2025	08/2025	RENT	311100000	\$180.94 RENT 7/1/2025 to 7/31/2025
	C-729624	152338	Past	09/01/2025	09/2025	RENT	311100000	\$345.00 RENT 9/1/2025 to 9/30/2025
Total For								\$870.94
t2054182								
	C-721084	101749	Past	12/31/2024	06/2025	RENT	311100000	\$450.00 Tenant Rent (12/2024)
Total For								\$450.00
t2054194								
	C-721447	101807	Past	06/01/2025	06/2025	RENT	311100000	\$51.00 RENT 1/1/2025 to 1/31/2025
	C-719670	101807	Past	05/01/2025	05/2025	RENT	311100000	\$51.00 RENT 12/1/2024 to 12/31/2024
	C-721778	101807	Past	06/01/2025	06/2025	RENT	311100000	\$51.00 RENT 2/1/2025 to 2/28/2025
	C-722894	101807	Past	06/01/2025	06/2025	RENT	311100000	\$424.00 RENT 5/1/2025 to 5/31/2025
	C-711045	101807	Past	02/27/2025	02/2025	RENT	311100000	\$142.00 RENT Adj IR, 07/01/2024 to 10/31/2024
	C-16446	101807	Past	05/01/2019	05/2019	RENT	311100000	\$0.00 RENT 5/1/2019 to 5/31/2019 :Reversed by Charge Ctr# 17541
	C-727420	101807	Past	08/01/2025	08/2025	RENT	311100000	\$424.00 RENT 7/1/2025 to 7/31/2025
	C-724681	101807	Past	07/01/2025	07/2025	RENT	311100000	\$424.00 RENT 6/1/2025 to 6/30/2025
	C-729590	101807	Past	09/01/2025	09/2025	RENT	311100000	\$424.00 RENT 9/1/2025 to 9/30/2025
	C-722218	101807	Past	06/01/2025	06/2025	RENT	311100000	\$424.00 RENT 3/1/2025 to 3/31/2025
	C-722431	101807	Past	06/01/2025	06/2025	RENT	311100000	\$424.00 RENT 4/1/2025 to 4/30/2025
	C-729307	101807	Past	09/01/2025	09/2025	RENT	311100000	\$424.00 RENT 8/1/2025 to 8/31/2025
Total For								\$3,263.00
t2054205								
	C-722340	101725	Past	06/01/2025	06/2025	RENT	311100000	\$10.00 RENT 4/1/2025 to 4/30/2025
	C-729201	101725	Past	09/01/2025	09/2025	RENT	311100000	\$10.00 RENT 8/1/2025 to 8/31/2025
	C-724587	101725	Past	07/01/2025	07/2025	RENT	311100000	\$10.00 RENT 6/1/2025 to 6/30/2025
	C-727325	101725	Past	08/01/2025	08/2025	RENT	311100000	\$10.00 RENT 7/1/2025 to 7/31/2025
	C-729499	101725	Past	09/01/2025	09/2025	RENT	311100000	\$10.00 RENT 9/1/2025 to 9/30/2025
	C-722800	101725	Past	05/01/2025	06/2025	RENT	311100000	\$10.00 RENT 5/1/2025 to 5/31/2025
	C-722130	101725	Past	06/01/2025	06/2025	RENT	311100000	\$10.00 RENT 3/1/2025 to 3/31/2025
	C-721683	101725	Past	06/01/2025	06/2025	RENT	311100000	\$493.00 RENT 2/1/2025 to 2/28/2025
	C-721361	101725	Past	06/01/2025	06/2025	RENT	311100000	\$493.00 RENT 1/1/2025 to 1/31/2025
	C-719553	101725	Past	05/30/2025	05/2025	UTILIREC	311201000	\$6.00 Util Recovery AR, 11/01/2024 to 11/30/2024
	C-719555	101725	Past	05/30/2025	05/2025	RENT	311100000	\$493.00 RENT Adj AR, 11/01/2024 to 11/30/2024
	C-719557	101725	Past	05/01/2025	05/2025	RENT	311100000	\$493.00 RENT 12/1/2024 to 12/31/2024
	C-710901	101725	Past	02/01/2025	02/2025	RENT	311100000	\$359.40 RENT 11/1/2024 to 11/30/2024
Total For								\$2,407.40
t2054275								
	C-722884	101804	Past	06/01/2025	06/2025	RENT	311100000	\$248.00 RENT 5/1/2025 to 5/31/2025

C-724576	101804	Past	07/01/2025	07/2025	RENT	311100000	\$268.00 RENT 6/1/2025 to 6/30/2025
C-724580	101804	Past	07/07/2025	07/2025	RENT	311100000	\$138.00 RENT Adj AR, 05/01/2025 to 05/16/2025
Total For						\$654.00	
†2054120							
C-722522	152391	Past	06/01/2025	06/2025	RENT	311100000	\$58.00 RENT 4/1/2025 to 4/30/2025
C-721872	152391	Past	06/01/2025	06/2025	RENT	311100000	\$58.00 RENT 2/1/2025 to 2/28/2025
C-721557	152391	Past	06/01/2025	06/2025	RENT	311100000	\$58.00 RENT 1/1/2025 to 1/31/2025
C-719791	152391	Past	05/01/2025	05/2025	RENT	311100000	\$58.00 RENT 12/1/2024 to 12/31/2024
C-711195	152391	Past	02/27/2025	02/2025	UTILIREC	311201000	\$220.00 Util Recovery AR, 07/01/2024 to 10/31/2024
C-711197	152391	Past	02/27/2025	02/2025	RENT	311100000	\$55.23 RENT Adj AR, 07/01/2024 to 10/31/2024
C-722310	152391	Past	06/01/2025	06/2025	RENT	311100000	\$58.00 RENT 3/1/2025 to 3/31/2025
C-724773	152391	Past	07/01/2025	07/2025	RENT	311100000	\$58.00 RENT 6/1/2025 to 6/30/2025
C-722986	152391	Past	06/01/2025	06/2025	RENT	311100000	\$58.00 RENT 5/1/2025 to 5/31/2025
Total For						\$681.23	
†2054252							
C-692807	152402	Past	07/26/2024	07/2024	DAMAGE	312003000	\$32.50 WC#46761 DRIP PAN;DRIP PAN
Total For						\$32.50	
†2055944							
C-684010	152383	Past	04/01/2024	04/2024	RENT	311100000	\$55.00 RENT 4/1/2024 to 4/30/2024
C-683299	152383	Past	03/13/2024	03/2024	RENT	311100000	\$110.00 RENT Adj AR, 11/01/2023 to 02/29/2024
C-683297	152383	Past	03/13/2024	03/2024	UTILIREC	311201000	\$27.00 Util Recovery AR, 11/01/2023 to 02/29/2024
C-688667	152383	Past	05/01/2024	05/2024	RENT	311100000	\$55.00 RENT 5/1/2024 to 5/31/2024
C-721550	152383	Past	06/07/2025	06/2025	UTILIREC	311201000	\$110.00 Util Recovery IR, 11/01/2024 to 12/31/2024
C-723094	152383	Past	03/03/2025	06/2025	RENT	311100000	\$44.42 Tenant Rent (03/2025) 3 days
Total For						\$401.42	
†2055514							
C-711210	152396	Past	02/01/2025	02/2025	RENT	311100000	\$73.00 RENT 11/1/2024 to 11/30/2024
C-684030	152396	Past	04/01/2024	04/2024	RENT	311100000	\$73.00 RENT 4/1/2024 to 4/30/2024
C-684028	152396	Past	03/28/2024	03/2024	RENT	311100000	\$112.00 RENT Adj AR, 01/01/2024 to 03/31/2024
C-700941	152396	Past	10/01/2024	10/2024	RENT	311100000	\$73.00 RENT 10/1/2024 to 10/31/2024
C-700268	152396	Past	09/01/2024	09/2024	RENT	311100000	\$73.00 RENT 7/1/2024 to 7/31/2024
C-700491	152396	Past	09/01/2024	09/2024	RENT	311100000	\$73.00 RENT 8/1/2024 to 8/31/2024
C-700718	152396	Past	09/01/2024	09/2024	RENT	311100000	\$73.00 RENT 9/1/2024 to 9/30/2024
C-688934	152396	Past	05/01/2024	05/2024	RENT	311100000	\$73.00 RENT 5/1/2024 to 5/31/2024
C-690491	152396	Past	06/01/2024	06/2024	RENT	311100000	\$73.00 RENT 6/1/2024 to 6/30/2024
Total For						\$696.00	
†2056412							
C-727358	101760	Past	08/01/2025	08/2025	RENT	311100000	\$308.00 RENT 7/1/2025 to 7/31/2025
C-724620	101760	Past	07/01/2025	07/2025	RENT	311100000	\$159.60 RENT 6/1/2025 to 6/30/2025
C-729535	101760	Past	09/01/2025	09/2025	RENT	311100000	\$308.00 RENT 9/1/2025 to 9/30/2025
C-729236	101760	Past	09/01/2025	09/2025	RENT	311100000	\$308.00 RENT 8/1/2025 to 8/31/2025
C-730074	101760	Past	09/26/2025	09/2025	RENT	311100000	\$179.00 RENT Adj AR, 08/01/2025 to 08/18/2025
Total For						\$1,262.60	
†2056435							
C-700112	101782	Past	09/27/2024	09/2024	UTILIREC	311201000	\$35.48 Util Recovery IC, 06/01/2024 to 06/30/2024
Total For						\$35.48	
†2056450							
C-722455	152313	Past	06/01/2025	06/2025	RENT	311100000	\$323.00 RENT 4/1/2025 to 4/30/2025
C-722918	152313	Past	06/01/2025	06/2025	RENT	311100000	\$515.00 RENT 5/1/2025 to 5/31/2025
C-724705	152313	Past	07/01/2025	07/2025	RENT	311100000	\$515.00 RENT 6/1/2025 to 6/30/2025
C-725159	152313	Past	07/14/2025	07/2025	RENT	311100000	\$266.00 RENT Adj AR, 05/01/2025 to 05/16/2025
Total For						\$1,619.00	
†2056452							
C-719706	152323	Past	05/30/2025	05/2025	UTILIREC	311201000	\$92.00 Util Recovery AR, 10/01/2024 to 11/30/2024
Total For						\$92.00	
†2056469							
C-712110	152335	Past	03/01/2025	03/2025	RENT	311100000	\$539.00 Tenant Rent (03/2025)
C-714162	152335	Past	04/01/2025	04/2025	RENT	311100000	\$539.00 Tenant Rent (04/2025)
C-704182	152335	Past	11/01/2024	11/2024	RENT	311100000	\$539.00 Tenant Rent (11/2024)

C-710010	152335	Past	02/01/2025	02/2025	RENT	311100000	\$539.00 Tenant Rent (02/2025)
C-698572	152335	Past	09/01/2024	09/2024	RENT	311100000	\$213.85 Tenant Rent (09/2024)
C-701620	152335	Past	10/01/2024	10/2024	RENT	311100000	\$539.00 Tenant Rent (10/2024)
C-705272	152335	Past	12/01/2024	12/2024	RENT	311100000	\$539.00 Tenant Rent (12/2024)
C-708124	152335	Past	01/01/2025	01/2025	RENT	311100000	\$539.00 Tenant Rent (01/2025)

Total For **\$3,986.85**

2056828

C-700254	152381	Past	09/27/2024	09/2024	UTILIREC	311201000	\$55.00 Util Recovery IR, 06/01/2024 to 06/30/2024
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Total For **\$55.00**

2056913

C-711096	152317	Past	02/27/2025	02/2025	RENT	311100000	\$178.00 RENT Adj AR, 07/01/2024 to 08/31/2024
C-711098	152317	Past	02/01/2025	02/2025	RENT	311100000	\$60.00 RENT 11/1/2024 to 11/30/2024
C-719166	152317	Past	05/01/2025	05/2025	RENT	311100000	\$60.00 RENT 12/1/2024 to 12/31/2024
C-722458	152317	Past	06/01/2025	06/2025	RENT	311100000	\$60.00 RENT 4/1/2025 to 4/30/2025
C-722245	152317	Past	06/01/2025	06/2025	RENT	311100000	\$60.00 RENT 3/1/2025 to 3/31/2025
C-722921	152317	Past	06/01/2025	06/2025	RENT	311100000	\$60.00 RENT 5/1/2025 to 5/31/2025
C-721482	152317	Past	06/01/2025	06/2025	RENT	311100000	\$60.00 RENT 1/1/2025 to 1/31/2025
C-683197	152317	Past	03/01/2024	03/2024	RENT	311100000	\$72.00 RENT 3/1/2024 to 3/31/2024
C-683943	152317	Past	04/01/2024	04/2024	RENT	311100000	\$72.00 RENT 4/1/2024 to 4/30/2024
C-677370	152317	Past	01/01/2024	01/2024	RENT	311100000	\$72.00 RENT 1/1/2024 to 1/31/2024
C-672179	152317	Past	12/01/2023	12/2023	RENT	311100000	\$72.00 RENT 12/1/2023 to 12/31/2023
C-670287	152317	Past	11/01/2023	11/2023	RENT	311100000	\$38.00 RENT 11/1/2023 to 11/30/2023
C-677619	152317	Past	02/01/2024	02/2024	RENT	311100000	\$72.00 RENT 2/1/2024 to 2/29/2024
C-721805	152317	Past	06/01/2025	06/2025	RENT	311100000	\$60.00 RENT 2/1/2025 to 2/28/2025
C-700859	152317	Past	10/01/2024	10/2024	RENT	311100000	\$60.00 RENT 10/1/2024 to 10/31/2024
C-700639	152317	Past	09/01/2024	09/2024	RENT	311100000	\$60.00 RENT 9/1/2024 to 9/30/2024
C-700413	152317	Past	09/01/2024	09/2024	RENT	311100000	\$72.00 RENT 8/1/2024 to 8/31/2024
C-690406	152317	Past	06/01/2024	06/2024	RENT	311100000	\$72.00 RENT 6/1/2024 to 6/30/2024
C-688845	152317	Past	05/01/2024	05/2024	RENT	311100000	\$72.00 RENT 5/1/2024 to 5/31/2024
C-700183	152317	Past	09/01/2024	09/2024	RENT	311100000	\$72.00 RENT 7/1/2024 to 7/31/2024
C-727444	152317	Past	08/22/2025	08/2025	RENT	311100000	\$17.00 RENT Adj IR, 05/01/2025 to 05/09/2025
C-724708	152317	Past	07/01/2025	07/2025	RENT	311100000	\$60.00 RENT 6/1/2025 to 6/30/2025

Total For **\$1,481.00**

2057218

C-704183	152337	Past	11/01/2024	11/2024	RENT	311100000	\$539.00 Tenant Rent (11/2024)
C-710012	152337	Past	02/01/2025	02/2025	RENT	311100000	\$539.00 Tenant Rent (02/2025)
C-717309	152337	Past	05/01/2025	05/2025	RENT	311100000	\$539.00 Tenant Rent (05/2025)
C-714164	152337	Past	04/01/2025	04/2025	RENT	311100000	\$539.00 Tenant Rent (04/2025)
C-712112	152337	Past	03/01/2025	03/2025	RENT	311100000	\$539.00 Tenant Rent (03/2025)
C-701621	152337	Past	10/01/2024	10/2024	RENT	311100000	\$539.00 Tenant Rent (10/2024)
C-698573	152337	Past	09/01/2024	09/2024	RENT	311100000	\$539.00 Tenant Rent (09/2024)
C-694095	152337	Past	08/01/2024	08/2024	RENT	311100000	\$539.00 Tenant Rent (08/2024)
C-691955	152337	Past	07/01/2024	07/2024	RENT	311100000	\$539.00 Tenant Rent (07/2024)
C-705273	152337	Past	12/01/2024	12/2024	RENT	311100000	\$539.00 Tenant Rent (12/2024)
C-706125	152337	Past	01/01/2025	01/2025	RENT	311100000	\$539.00 Tenant Rent (01/2025)
C-720645	152337	Past	06/01/2025	06/2025	RENT	311100000	\$539.00 Tenant Rent (06/2025)
C-687675	152337	Past	05/01/2024	05/2024	RENT	311100000	\$539.00 Tenant Rent (05/2024)
C-685050	152337	Past	04/01/2024	04/2024	RENT	311100000	\$235.84 Tenant Rent (04/2024)
C-689816	152337	Past	06/01/2024	06/2024	RENT	311100000	\$539.00 Tenant Rent (06/2024)
C-724085	152337	Past	07/01/2025	07/2025	RENT	311100000	\$539.00 Tenant Rent (07/2025)
C-726293	152337	Past	08/01/2025	08/2025	RENT	311100000	\$539.00 Tenant Rent (08/2025)
C-728392	152337	Past	09/01/2025	09/2025	RENT	311100000	\$539.00 Tenant Rent (09/2025)

Total For **\$9,398.84**

2057631

C-674335	152386	Past	12/06/2023	12/2023	UTILITIE	312007000	\$81.62 Tenant's Dominion bill paid by NNRHA.
C-674334	152386	Past	12/06/2023	12/2023	UTILITIE	312007000	\$88.06 Tenant's Dominion bill paid by NNRHA.
C-674333	152386	Past	12/06/2023	12/2023	UTILITIE	312007000	\$49.42 Tenant's Dominion bill paid by NNRHA.
C-688392	152386	Past	05/13/2024	05/2024	UTILITIE	312007000	\$96.21 Tenant's Dominion bill paid by NNRHA.
C-710853	152386	Past	02/26/2025	02/2025	UTILIREC	311201000	\$456.00 Util Recovery MI, 08/01/2023 to 07/31/2024

C-710858	152386	Past	02/26/2025	02/2025	UTILIREC	311201000	\$456.00 Util Recovery MT, 08/01/2023 to 07/31/2024
Total For							\$1,227.31
2057635							
C-711073	152308	Past	02/27/2025	02/2025	RENT	311100000	\$151.00 RENT Adj AR, 08/01/2024 to 10/31/2024
C-722234	152308	Past	06/01/2025	06/2025	RENT	311100000	\$188.00 RENT 3/1/2025 to 3/31/2025
C-722910	152308	Past	06/01/2025	06/2025	RENT	311100000	\$188.00 RENT 5/1/2025 to 5/31/2025
C-721794	152308	Past	06/01/2025	06/2025	RENT	311100000	\$188.00 RENT 2/1/2025 to 2/28/2025
C-721465	152308	Past	06/01/2025	06/2025	RENT	311100000	\$188.00 RENT 1/1/2025 to 1/31/2025
C-719690	152308	Past	05/01/2025	05/2025	RENT	311100000	\$188.00 RENT 12/1/2024 to 12/31/2024
C-724697	152308	Past	07/08/2025	07/2025	RENT	311100000	\$107.00 RENT Adj AR, 04/01/2025 to 04/17/2025
C-722447	152308	Past	06/01/2025	06/2025	RENT	311100000	\$188.00 RENT 4/1/2025 to 4/30/2025
Total For							\$1,386.00
2057678							
C-710929	101750	Past	02/01/2025	02/2025	RENT	311100000	\$48.00 RENT 11/1/2024 to 11/30/2024
C-719587	101750	Past	05/01/2025	05/2025	RENT	311100000	\$48.00 RENT 12/1/2024 to 12/31/2024
C-700072	101750	Past	09/01/2024	09/2024	RENT	311100000	\$23.00 RENT 7/1/2024 to 7/31/2024
C-700309	101750	Past	09/01/2024	09/2024	RENT	311100000	\$48.00 RENT 8/1/2024 to 8/31/2024
C-700534	101750	Past	09/01/2024	09/2024	RENT	311100000	\$48.00 RENT 9/1/2024 to 9/30/2024
C-700756	101750	Past	10/01/2024	10/2024	RENT	311100000	\$48.00 RENT 10/1/2024 to 10/31/2024
Total For							\$263.00
2057771							
C-727408	101799	Past	08/01/2025	08/2025	RENT	311100000	\$234.00 RENT 7/1/2025 to 7/31/2025
C-729476	101799	Past	09/01/2025	09/2025	RENT	311100000	\$723.00 RENT 9/1/2025 to 9/30/2025
Total For							\$957.00
2056857							
C-722892	101806	Past	06/24/2025	06/2025	RENT	311100000	\$93.00 RENT Adj AR, 04/01/2024 to 04/07/2024
C-724679	101806	Past	07/08/2025	07/2025	RENT	311100000	\$93.00 RENT Adj AR, 04/01/2024 to 04/07/2024
C-727418	101806	Past	08/22/2025	08/2025	RENT	311100000	\$93.00 RENT Adj AR, 04/01/2024 to 04/07/2024
C-722216	101806	Past	06/12/2025	06/2025	RENT	311100000	\$93.00 RENT Adj AR, 04/01/2024 to 04/07/2024
C-730129	101806	Past	09/26/2025	09/2025	RENT	311100000	\$93.00 RENT Adj AR, 04/01/2024 to 04/07/2024
C-722429	101806	Past	06/12/2025	06/2025	RENT	311100000	\$93.00 RENT Adj AR, 04/01/2024 to 04/07/2024
C-729588	101806	Past	09/19/2025	09/2025	RENT	311100000	\$93.00 RENT Adj AR, 04/01/2024 to 04/07/2024
C-729305	101806	Past	09/17/2025	09/2025	RENT	311100000	\$93.00 RENT Adj AR, 04/01/2024 to 04/07/2024
Total For							\$744.00
Property Code Charge Type SubTotal							
oystbrbt							
DAMAGE							32.50
RENT							36,374.28
UTILIREC							1,457.48
UTILITIE							315.31
oystbrbt							38,179.57
Grand Total							38,179.57

**Spratley House Development Corporation
Board of Directors Meeting
January 20, 2026**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Consider approval of minutes of regular meeting, January 21, 2025
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider a Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2025
6. Any other business to come before the Board
7. Adjourn
- 1.

**Minutes of a Meeting of the
Spratley House Development Corporation
January 21, 2025**

Having duly given public notice, the Board of Directors of the Spratley House Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:55 a.m. on Tuesday, January 21, 2025.

Roll Call

The meeting was called to order by Chairperson Davis and those present were as follows:

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

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

 Lysandra M. Shaw
 Executive Director

 Tera Lockley
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoffy, Director
 Finance

 David Staley, Director
 Community Development

 Kayonia M. Betts
 Executive Assistant

 Justin Orié
 NNRHA IT Department

**Approve Minutes of
January 16, 2024
Meeting**

Director Holloman made a motion to approve the minutes of the January 16, 2024, meeting. The motion was seconded by Director Penrose and passed with a majority vote. Ms. Call abstained as she was not present.

**Election of Chairman
and Vice Chairman**

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

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

Director Black made a motion to affirm the appointment of Lysandra Shaw as President, Secretary and Treasurer. The motion was seconded by Director Penrose and passed with a unanimous vote.

**A Resolution of the
Board of Directors
authorizing the Charge
Off of Tenants'
Accounts Receivable**

Ms. Shaw reported as of September 30, 2024, there is one account recommended for charge-off action with a total dollar value of \$1276. This represents .8% of Spratley Apartments' net rental revenue. We budget 2% for bad debt at Spratley House Apartments.

Director Penrose 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.

Other Business

Ms. Shaw reported that on December 31, 2024, the property had a balance of \$38,811.90 in replacement reserves and the property was 94% occupied.

**Minutes of a Meeting of the
Spratley House Development Corporation
January 21, 2025**

Adjournment

There being no other business to come before the Board, the Chairperson adjourned the meeting at 10:00 a.m.

President

5a

SPRATELY HOUSE DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 13, 2026

TO: Board of Directors,
Spratley House Development Corporation

FROM: Lysandra M. Shaw, President *LMS*

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2025

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

There are four accounts recommended for charge-off action with a total dollar value of \$7,046.16. This represents 3.8% of Spratley House Apartments net rental revenue. We budget 2% for bad debt at Spratley House Apartments.

Last year, we charged off \$1,276.00 (one account).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$7,046.16 for the twelve-month period ending September 30, 2025, is recommended.

LMS/LKD

Attachments

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

WHEREAS, there has been presented to the Board of Directors of the Spratley House DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2025 for Spratley House Apartments; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Spratley House DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$7,046.16 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=sha-rad

Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
sha-rad								
t2056716								
	C-664793	212555	Past	09/01/2023	09/2023	RENT	311100000	\$205.00 RENT 9/1/2023 to 9/30/2023
	C-672514	212555	Past	11/01/2023	11/2023	RENT	311100000	\$299.00 RENT 10/1/2023 to 10/31/2023
	C-672608	212555	Past	11/01/2023	11/2023	RENT	311100000	\$299.00 RENT 11/1/2023 to 11/30/2023
	C-672702	212555	Past	12/01/2023	12/2023	RENT	311100000	\$299.00 RENT 12/1/2023 to 12/31/2023
	C-674696	212555	Past	01/01/2024	01/2024	RENT	311100000	\$299.00 RENT 1/1/2024 to 1/31/2024
	C-677852	212555	Past	02/01/2024	02/2024	RENT	311100000	\$299.00 RENT 2/1/2024 to 2/29/2024
	C-683658	212555	Past	03/01/2024	03/2024	RENT	311100000	\$299.00 RENT 3/1/2024 to 3/31/2024
	C-690795	212555	Past	06/12/2024	06/2024	RENT	311100000	\$59.80 late fee for may and june 2024
	C-690988	212555	Past	06/01/2024	06/2024	RENT	311100000	\$299.00 RENT 4/1/2024 to 4/30/2024
	C-692285	212555	Past	05/01/2024	07/2024	RENT	311100000	\$299.00 Tenant Rent 05/01/2024 to 05/31/2024
	C-692286	212555	Past	06/01/2024	07/2024	RENT	311100000	\$299.00 Tenant Rent 06/01/2024 to 06/30/2024
	C-704779	212555	Past	07/01/2024	11/2024	RENT	311100000	\$299.00 Tenant Rent 07/01/2024 to 07/31/2024
	C-704780	212555	Past	08/01/2024	11/2024	RENT	311100000	\$299.00 Tenant Rent 08/01/2024 to 08/31/2024
	C-704781	212555	Past	09/01/2024	11/2024	RENT	311100000	\$299.00 Tenant Rent 09/01/2024 to 09/30/2024
	C-704782	212555	Past	10/01/2024	11/2024	RENT	311100000	\$289.00 Tenant Rent 10/01/2024 to 10/31/2024
	C-704784	212555	Past	10/30/2024	11/2024	RENT	311100000	\$691.00 Tenant Rent (10/2024)
	C-692283	212555	Past	04/10/2024	07/2024	LATE	312004000	\$29.90 Tenant Late Charge
	C-695519	212555	Past	08/07/2024	08/2024	LATE	312004000	\$29.90 Tenant Late Charge
Total For								\$4,892.60

t2056993								
	C-715372	212531	Past	04/04/2025	04/2025	RENT	311100000	\$575.00 RENT Adj AR, 02/01/2025 to 02/25/2025
	C-712555	212531	Past	03/01/2025	03/2025	RENT	311100000	\$38.98 RENT 2/1/2025 to 2/28/2025
	C-712609	212531	Past	03/01/2025	03/2025	RENT	311100000	\$644.00 RENT 3/1/2025 to 3/31/2025
Total For								\$1,257.98

t2056845								
	C-712639	212552	Past	03/01/2025	03/2025	RENT	311100000	\$313.00 RENT 3/1/2025 to 3/31/2025
	C-715406	212552	Past	04/04/2025	04/2025	RENT	311100000	\$263.00 RENT Adj AR, 01/01/2025 to 01/26/2025
	C-707186	212552	Past	01/01/2025	01/2025	RENT	311100000	\$0.84 RENT 1/1/2025 to 1/31/2025
	C-710436	212552	Past	02/01/2025	02/2025	RENT	311100000	\$313.00 RENT 2/1/2025 to 2/28/2025
Total For								\$889.84

t2056690								
	C-722549	212513	Past	06/13/2025	06/2025	DAMAGE	312003000	\$5.74 WO#55157 keys
Total For								\$5.74

Property Code	Charge Type	SubTotal
sha-rad		
	DAMAGE	5.74
	LATE	59.80
	RENT	6,980.62
	sha-rad	7,046.16
	Grand Total	7,046.16

Tenant Unpaid Charges

Property=sha-rad

Status = Past

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Total For **\$4,892.60**

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	C-712609	212531	Past	03/01/2025	03/2025	RENT	311100000	\$644.00 RENT 3/1/2025 to 3/31/2025

Total For **\$1,257.98**

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Total For **\$889.84**

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	Grand Total	7,046.16