

**COMMISSIONERS' REGULAR BOARD MEETING**  
*April 17, 2019*

**Resolution(s) Passed:**

19-05 Resolution of the Richmond Redevelopment and Housing Authority Authorizing the CEO to Release Certain Deed Restrictions upon Property Located at 809 Oliver Hill Way

**MOTIONS:** Young/Jones

**VOTE: Aye:** Adams, Blount, Olds, Young, Coleman, Jones, Abbott

**ABSTAIN:** None

**ABSENT:** Harrigan, Kessler

MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS  
OF RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY  
HELD IN THE OFFICES OF RRHA  
901 CHAMBERLAYNE PARKWAY, RICHMOND, VIRGINIA  
ON WEDNESDAY, APRIL 17, 2019

**In Attendance:**

**Board of Commissioners**

Robert J. Adams, Chairman  
Veronica G. Blount, Vice Chairman  
Marilyn Olds  
Samuel S. Young, Jr.  
Jonathan Coleman  
Robley Jones  
Heidi Abbott

**Absent**

Elliott Harrigan  
Neil Kessler

**RRHA Staff**

Damon E. Duncan, Chief Executive Officer

The Chairman called the meeting to order at 5:40 p.m. with Cory Wolfe serving as Legal Counsel. A quorum was established.

**Minutes**

The Minutes from the *March 20, 2019 Regular Board of Commissioners Meeting* were approved.

***1 Motion: (Jones/Young) Move to adopt the Minutes from the  
March 20, 2019 Regular Board of Commissioners Meeting***

**Motion Carried**

**Absent: Kessler, Harrigan**

**Citizen Information Period**

*Deaunta Carter* addressed the Board of Commissioners to discuss mismanagement, retaliation, and failure to address grievances.

***Discussion:*** Cory Wolfe stated that the majority of the issues that Ms. Carter raised are subject to pending litigation and that it would be inappropriate to discuss these items at this time. He also stated that he and the property manager had reached out to Ms. Carter to schedule an informal grievance hearing to discuss the items that are not part of the pending litigation. Ms. Carter declined the offer for an informal grievance hearing and stated that she did not want to schedule a hearing prior to the April 17, 2019 board meeting.

***1 Action Item:*** Staff should schedule an informal grievance hearing with Ms. Carter and provide an update on this item at the May board meeting.

**CliftonLarsonAllen Audit Presentation:**

Greg Bussnick gave the following update on the 2018 Audit for RRHA. The following key points were highlighted:

- Single Audit.
  - o Expenditure of grant funding.
  - o Two compliance findings were noted.
- Quality review is ongoing.

**Chairman's Comments** - Chairman Adams provided the following comments and/or updates:

- A meeting was held with residents of Creighton Court to provide them with the opportunity to interact directly with RRHA's Board of Commissioners. He thanked Elaine Summerfield for the work she did in putting this meeting together.
- He mentioned that the Richmond Association of Realtors (RAR) is hosting a welcome session for RRHA's new CEO, Damon Duncan on May 9<sup>th</sup> from 5:00 p.m. – 7:00 p.m. at RAR. He encouraged the Commissioners to try to attend this meeting.

**Discussion:** Commissioner Jones mentioned that he enjoyed the meeting, but stated that there was concern regarding the lack of non-senior one bedroom units in Creighton. He noted that there are no corresponding units under construction for non-senior residents who only qualify for single bedrooms. He asked the Commissioners and staff for feedback on what RRHA can do to help the residents in this category.

Commissioner Young stated that with permission from Commissioner Coleman, he would like to use the property management committee meetings to discuss the non-senior one bedroom units as a regular topic to help transition the Creighton residents to the Church Hill North neighborhood. He would like to make this type of meeting programmatic and have sessions with the residents and board members on a quarterly basis.

**CEO Comments** - CEO Duncan provided the following comments and/or updates:

- Meetings are being held with the RRHA staff, city staff, residents and various stakeholders.
- A "Go Forward" strategy for the Jackson Ward development is in process.
- A 60 day CEO update will be provided to the Board.
- Conference calls are being held with HUD to discuss technical assistance as well as the corrective action plan for RRHA.
  - o Approximately 90% of the items on the corrective action plan have been completed. The immediate goal is to bring closure to the plan.

**Committee Reports**

Controller, Stacey Daniels-Fayson reported that the *Administration and Finance Committee* met on April 17, 2019. The following items were reviewed and discussed:

- 2018 Audit.
- Heating Preventive Maintenance Plan.
- Freedom of Information Act.
- Healthcare Premiums.
- Current Vacancies.
- Procurement Reporting.
- Section 3 and MBE Reporting.
- Finances for the organization.

Director of the Housing Choice Voucher Program and Tenant Selection, Kenyatta Green reported that the *Property Management Committee* met on April 10, 2019. The following items were reviewed and discussed:

- Heating Preventive Maintenance Plan.
  - o Inspections at each apartment will be conducted from March - August 2019.
- REAC inspections began on April 9<sup>th</sup> and will continue through the first week of June.
- KPI.
- Rent collections.
- Update on 3, 4 and 5 vacant bedroom units in public housing.
- Project Based Voucher timeline and occupancy update.
- Family Sufficiency Program.
  - o The goal is to have 125 individuals/families enrolled in the program by the end of 2019.
- Resident services activities.
- A youth job fair will be held on June 5<sup>th</sup>.

**2 Action Item:** Staff should re-visit the use of the Small Area Fair Market Rents and bring it back to the Board for discussion this summer.

Acting Chief Real Estate Officer Desi Wynter stated that the *Real Estate Committee* met on April 10, 2019. The following items were reviewed and discussed:

- Overview of development projects.
- A closed session was held to discuss a number of Request for Proposals and Request for Qualifications.
- A Request for Qualifications for the North Jackson Ward parcels will be issued. Staff is working on preparing the scope.

**Discussion:** The Commissioners reviewed the board agenda and asked that the Capital Improvement and the CEO Search committees be removed from future board meeting agendas. CEO Duncan suggested that the Emergency Response and Communications committee meetings be held on a quarterly basis.

**Resolution(s)**

**Agenda Item No. 1** – Resolution of the Richmond Redevelopment and Housing Authority Authorizing the CEO to Release Certain Deed Restrictions upon Property Located at 809 Oliver Hill Way

(19-05) WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”), by that certain Deed to Alexander H. Williams and Geline B. Williams, his wife, said Deed dated June 17, 1968 and recorded among the land records of the Clerk of Circuit Court for the City of Richmond, Virginia in Deed Book 652C, at page 371 (hereafter, the “Deed”), conveyed unto the grantees aforesaid a certain parcel of real property in Richmond, Virginia commonly known as 809 Oliver Hill Way (the “Property”); and

WHEREAS, by the Deed aforesaid, RRHA imposed upon the Property certain restrictions related, without limitation, to land use, building height, building location, offsite parking and loading, and land coverage, said restrictions identified within such Deed as restrictions e(1) through e(6) (hereafter, the “Restrictions”); and

WHEREAS, the current owner of the Property, Matthews Family III, LLC, has requested from RRHA that the Restrictions be terminated and released from the Property; and

WHEREAS, by Resolution of the Board of Commissioners of RRHA adopted March 19, 2008, RRHA has indicated that zoning regulations pertaining to those matters identified in the Restrictions have changed significantly, and has authorized the release of similar restrictions from other properties formerly owned by RRHA; and

WHEREAS, the City of Richmond has indicated its support to remove such Restrictions;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that the Chief Executive Officer of RRHA, or his designee, is directed to release such Restrictions, and is authorized to execute the Termination of Covenants, Conditions, and Restrictions attached hereto as Exhibit A in order to effect the same.

**2 Motion: (Young/Jones) Move to adopt Resolution 1**

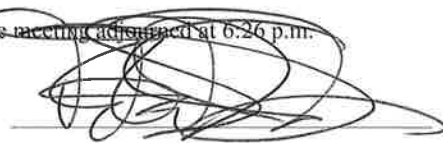
**Motion Carried**

**Absent: Harrigan, Kessler**

**Adjournment**

There being no further business, the meeting adjourned at 6:26 p.m.

  
\_\_\_\_\_  
Chief Executive Officer/Secretary

  
\_\_\_\_\_  
Chairman