



**Minutes for December 21, 2021, Regular Board Meeting
of the Housing Authority of the City of Cayce, SC**

The Board of Commissioners of the Housing Authority of the City of Cayce, SC held its Regular Board Meeting on Tuesday, December 21, 2021, at Cayce City Hall.

Chairman Jack Sightler called the meeting to order at 5:03 pm. A copy of the agenda was posted on the Housing Authority's website. Roll call was conducted, and the following members of the Board and staff were present:

CH Board Members			Columbia Housing Authority Staff Present
Chairman	Jack Sightler	Present	Ivory Mathews, Chief Executive Officer
Vice-Chairman	Bruce Smith	Present	Gloria Warner, Regional Property Manager
Commissioner	Silvia Sullivan	Present	Lee McRoberts, Executive Assistant
Commissioner	Cheryl Seymour	Present	Kimberley Brown, Executive Assistant
Commissioner	Johnetta Riley	Present	Adam Dalenburg, Development Manager
			James Crossland, City of Cayce

APPROVAL OF MINUTES:

Mr. Sightler called for approval of the minutes for the Regular Meeting held October 19, 2021. Upon motion of Ms. Sullivan, seconded by Mr. Smith the minutes were unanimously approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Silvia Sullivan	X		
Commissioner	Cheryl Seymour	X		
Commissioner	Johnetta Riley	X		

There was a general discussion regarding the status of the Abbot Arms bond issuance based on a comment made in the minutes of the October meeting stating the deal had not been approved by the State Fiscal Accountability Authority (SFAA). Mrs. Mathews stated that the SFAA had put all pending bond issuances for affordable housing on hold earlier in the year due to questions regarding the program. The SFAA met earlier today and approved the previously postponed deals. Cayce City Council has approved the project and staff anticipates closing to occur in the 1st quarter of 2022. Additional updates will be provided to the Board as the project progresses.

CHIEF EXECUTIVE OFFICER'S UPDATE:

Mrs. Mathews stated that a unit on Byron St. was declared a total loss earlier in the year due to storm damage and the Board was not notified immediately of the situation. Mrs. Mathews apologized for the oversight and committed to ensuring the Board is aware of losses going forward.

There was a discussion regarding the damaged unit at Byron St. Mr. Dalenburg said that staff has received quotes to demolish the unit and is ready to proceed with Board approval. Mrs. Riley said that she recently visited the damaged site and is concerned about other trees on the property that may pose a threat to the other units. Commissioner Sullivan expressed concern about taking trees down without having all the information regarding whether or not they may cause damage. A representative from the City of Cayce suggested that the City's arborist, James Denny, inspect the site and make a recommendation regarding the remaining trees. Chairman Sightler motioned that the City of Cayce arborist

review each Cayce Housing site to determine if any trees pose a threat and to proactively address any existing issues to avoid future damage, Mrs. Riley seconded the motion, and it was unanimously approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Silvia Sullivan	X		
Commissioner	Cheryl Seymour	X		
Commissioner	Johnetta Riley	X		

Commissioner Smith asked if staff have re-evaluated the current insurance coverage on each unit to address the under-insured values on the properties. Mr. Dalenburg said he will review the issue with Mrs. Herrera and provide an update at the next meeting. Chairman Sightler asked if there is a HUD regulation that mandates the amount of replacement coverage carried per unit. Mrs. Mathews said that there is not such guidance from HUD regarding insurance replacement values, the SC Insurance Reserve Fund insures Cayce Housing. Staff will evaluate the replacement values of all units going forward.

Chairman Sightler asked how it was determined that the unit on Byron was a total loss. Mr. Dalenburg stated that per HUD guidelines if a unit will cost more than 50% of its value to repair, it is written off as a total loss. Commissioner Smith said that if the unit had been properly covered when the damage occurred it might have been salvageable. Chairman Sightler asked what would happen next to the property. Mrs. Mathews said that staff would send the Board the demolition quotes and additional information regarding the damage. Chairman Sightler expressed concern over the process and lack of communication from staff regarding the incident. Mrs. Mathews apologized for the lack of communication provided to the Board and said that all work and decision making would be put on hold until the Board can review all the relevant information including the costs to repair the unit.

Mr. Dalenburg gave an update on the renovation at Spencer Place. Work is scheduled to begin January 18, 2022. Tenants whose units are being renovated will be temporarily relocated to units at the Fountains of Edenwood apartments. Work has been slightly delayed as the contractor wanted to ensure materials were on hand to complete the project.

OPERATIONS REPORT:

Ms. Warner presented the Operations Report:

	October	November	December
Accounts sent to Magistrate	0	0	0
Account more than 30 days	9	6	7
Work Orders received	15	13	5
Work Orders Completed	15	13	2
Work Orders Remaining	0	0	3
Emergency Work Order	2	4	0

Chairman Sightler asked about the status of accounts over 30 days. Mrs. Mathews said that staff anticipates evictions beginning in February 2022. HUD directed housing authorities to take specific steps prior to evictions commencing and staff has been working to ensure that all attempts to offer assistance have been offered to impacted residents. Commissioner Seymour asked if the delinquent accounts are ever brought current. Mrs. Mathews said that there are typically payments made during tax season when people receive their tax returns.

OTHER ITEMS:

Commissioner Seymour asked for additional information regarding the temporary moves at Spencer Place. Mrs. Mathews said that residents being temporarily relocated should plan to take their clothing, personal items and food and that

everything else will be stored while work is completed. There was a general discussion regarding tenants with chest freezers and personal washer and dryer units. Commissioner Seymour asked what accommodations will be made for those residents. Mrs. Mathews said that new washer and dryer units are planned for all of the Spencer Place units and that staff will look at options for those residents that may want to keep theirs.

Chairman Sightler asked staff to schedule a time for the Board to review the unit at Byron St. Mrs. Mathews said that something will be planned as quickly as possible.

ADJOURNMENT

There being no further business and upon motion of Commissioner Smith, seconded by Commissioner Riley, it was unanimously approved to end the meeting at 5:50 pm.

Prepared by:

Ivory N. Mathews
Secretary/Chief Executive Officer